

PRIVACY POLICY
MAY 2018

Ensuring Your Privacy is Protected

Saddington Taylor Limited (hereafter referred to as Saddington Taylor) is committed to preserving the privacy of our clients, professional contacts, visitors to our website at www.saddingtontaylor.co.uk, visitors to our office and our employees.

Please read the following Privacy Policy to understand how we use and protect the information that you provide to us. By engaging us to act for you, you consent to the collection, use and transfer of your information, under the terms of this policy.

This Privacy Policy explains how Saddington Taylor use the information collected about you, how you can instruct us if you prefer to limit the use of that information, the measures that Saddington Taylor has in place to safeguard your privacy and the information Saddington Taylor collects and how it is used. This Privacy Policy has been produced in light of the General Data Protection Regulations 2018 ("the GDPR") and applies to all personal data, as defined in the GDPR.

1. Your personal information – what is it?

Personal information relates to a living individual who can be identified from that data. Identification can be via the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of this personal information is governed by the GDPR.

2. Information we collect from you

Saddington Taylor acts as a Data Controller and we will collect information you supply to us. Such information may include your name, postal address, email address, telephone number. Saddington Taylor gathers this information in order to respond to your enquiry or to undertake works in response to your instruction, which is our lawful basis for its processing. We may also collect information about you from details contained within e-mails or letters you send to us.

3. Use of your personal information

Your information will enable us to supply the services you have requested. It will also enable us to contact you, where necessary, concerning the interest you have shown in our services and advice.

We may use the information to contact you for your views on our services and to notify you occasionally about important changes or developments to our website or our services. Further, where you have consented, we might also use your information to let you know by email, or other forms of agreed communication, about other services which we offer which may be of interest to you.

If you have already given permission for us to contact you but subsequently change your mind about being contacted in the future about our services, please let us know by emailing us at info@saddingtontaylor.co.uk and asking to be removed.

4. Disclosure of your personal information

Depending upon the nature of instruction, the information you provide to us may need to be given to third parties who act for us for the purposes set out in this policy, or for other purposes approved by you. Those parties process information and provide support services on our behalf and will also act as a Data Controller and be subject to the GDPR. They will typically be architects or consultants preparing drawings and reports to support your planning application, who have been instructed by Saddington Taylor on your behalf.

Notwithstanding the above, planning is a public process and you should appreciate that all planning applications and the contents of any documentation supporting an application are public documents. All Councils will place the contents of a planning application on a public register and most will upload them onto a Council hosted website.

Saddington Taylor will share your contact details with other professionals who have been asked to provide a quotation for their services or have been appointed by Saddington Taylor on your behalf.

Unless required to do so by law, we will not otherwise share, sell or distribute any of the information you provide to us without your consent.

5. Security of your personal information

We employ security measures to protect your information from access by unauthorised persons and against unlawful processing, accidental loss, destruction and damage.

Saddington Taylor has put in place various security measures and procedures to ensure the security of your information including the instalment of firewalls to our computer system, essential employee access and system password protection for all devices which give access to personal information. Such security extends to personal information that we hold through off-site data storage through any secure data processor we use. The data processor is also bound by the requirements of the GDPR.

6. How long do we hold your personal information

We will hold your personal data while working for you, and a further 6 years following completion of your instructions. We are required to hold your personal data for this length of time to satisfy the requirements of our Professional Indemnity Insurance.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which Saddington Taylor holds about you;
- The right to request Saddington Taylor corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer for Saddington Taylor to retain such data;
- The right to withdraw your consent to the processing at any time;

- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller (where applicable) [*only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means*]
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction on further processing;
- The right to the processing of personal data, (where applicable) [*Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purpose of scientific/historical research and statistics*]
- The right to lodge a complaint with the Information Commissioners Office.

The GDPR sets out the rights of individuals, and a link to the relevant information on the Information Commissioner's Office follows:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

8. Changes to the personal information we hold

You can check the information we hold or ask us to amend any inaccuracies in the information that we hold, or request its removal by writing to us (by post or email) using the contact details listed below. We reserve the right to use reasonable measures to check your identity before any information will be disclosed to you.

We are entitled by law to charge a fee of £10 plus VAT as applicable to meet our costs in providing you with details of the information we hold about you.

9. Changes to our Privacy Policy and further processing

It is important you understand that, by submitting your personal information to us, you consent to the use of that information as set out in this policy. Any changes to the Privacy Policy will be posted on our website, and where appropriate, through email notification so that you may be aware of the information Saddington Taylor collects and how it is used at all times.

If we wish to use your personal data for a new purpose, not covered by this Privacy Policy, then we will issue a further Privacy Policy explaining this new purpose prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

10. Contact Us

If you have any queries about this policy please contact either Jonathan Saddington or Craig Stockley, by post or email at the following: Ashburn House, 84 Grange Road, Darlington, DL1 5NP or info@saddingtontaylor.co.uk