



Gerald Blain Associates Ltd

Privacy Policy

1. Introduction

- 1.1 We are committed to safeguarding the privacy of all our clients. This policy sets out how we use the personal information you provide us. Please read the following information to understand how we will use this information.
- 1.2 In this Policy "we", "us" or "our" may refer to Gerald Blain Associates Ltd, see section 9 for further details.
- 1.3 This policy applies where we are acting as a data controller. While acting as the data controller we are responsible for, and control the processing of your personal data in accordance with the General Data Protection Regulation and Data Protection Act 2018 (GDPR)
- 1.4 Personal data as outlined by the GDPR would refer to any information related to and identified or identifiable natural (living) person; an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

2. Information we collect about you

- 2.1 Through your relationship with us we may collect the following information about you:
 - 2.1.1 First and Last Name;
 - 2.1.2 Contact information, including current residential address, email address, mobile and home telephone numbers.
 - 2.1.3 Properties you own or are interested in; and
 - 2.1.4 Details of enquires made by you via email or telephone.

2.2 The majority of the information we collect will be attained directly from you. However, in certain circumstances this information may be obtained from third party sources. For example passed on from (with your permission) from external consultants and partners.

3. How we will use the information collected

- 3.1 In accordance with the GDPR, we may only process your personal data if we have "legal basis" (i.e. a legally permitted reason) for doing so. For the purpose of this policy, our legal basis for processing your personal data is set out below.

- 3.2 We may process your information in order to prepare and submit a planning application. This data may include name, address, telephone number. The legal basis for this processing is for us to provide services to our client. Outside of such, processing may be necessary to comply with our legal obligations, including statutory requirements related to planning applications in England and Wales.
- 3.3 We may process your information in order to carry out a pre-application consultation and to respond to any respondents with further queries. This data may include name, address, telephone number, email address. This processing is necessary to oblige with our legal obligations, including statutory obligations relating to planning application in England and Wales. Specifically, applications deemed 'major' under The Town and Country Planning (Development Management Procedure) (Wales) (Amendment) Order 2016.
- 3.4 We may process your information to disclose your information to selected third parties (see Section 5). This information may include name, address, telephone number, email address. The legal basis for processing this information is for us to carry out our duties/services as outlined in the contract with our client. Outside of such, processing may be necessary to comply with our legal obligations, including statutory requirements related to planning applications in England and Wales.
- 3.5 We may process your information in order to carry out a Building Regulation Application. This data may include name, address, telephone number. The legal basis for this processing is for us to provide services to our client. Outside of such, processing may be necessary to comply with our legal obligations, including statutory requirements related to building regulation applications in England and Wales.
- 3.6 We may process your information in the process of tendering and appointment of contractors and suppliers for construction of a project. This information may include name, address, telephone number, email address. The legal basis for processing this information is for us to carry out our duties/services as outlined in the contract with our clients.

4. How long we keep your information.

- 4.1 As a guide personal data we process may be kept for up to 7 years. We will audit data that is held beyond this guideline on an annual basis, with a view to safely deleting or destroying data no longer necessary to hold.
- 4.2 We note that planning applications and building regulation applications may be active for a number of years, prior, during and following construction. A challenge, claim or query may arise at any time (and/or other legal or regulatory obligations may require us to retain this information for longer periods of time). Thus the above timescale is only provided as a guideline.
- 4.3 Names and contact details of queries which do not amount to us providing services may be stored for up to 3 years, after which time this information will be audited annually with a view of safely deleting and destroying the data no longer necessary to hold.

5. Disclosure of your information.

5.1 We may disclose your information:

- 5.1.1 To the wider public (immediate neighbours) when publishing the planning application as part of a pre- application consultation.
- 5.1.2 To the local authority as part of the planning process.
- 5.1.3 To our third party contractors to enable them to undertake services outline in our contract with our clients. i.e. appointment of an ecologist or topographical surveyor etc.
- 5.1.4 To our service providers or third-party contractors to enable them to undertake services for us and /or on our behalf, in particular our accountant.
- 5.1.5 If we are under duty to disclose or share personal data in order to comply with any legal obligations, including (but not limited to) any request or order from law enforcement agencies and/or HM Revenue and Customs in connection with any investigation to help prevent unlawful activity.

6. Your rights

6.1 In this section we have summarised the rights which you have under the GDPR act.

6.2 Your principle rights under the data protection law (GDPR) are:

- 6.2.1 The right to access;
- 6.2.2 The right to rectification;
- 6.2.3 The right to erasure;
- 6.2.4 The right to restrict processing;
- 6.2.5 The right to object to processing;
- 6.2.6 The right to data portability;
- 6.2.7 The right to complain to a supervisory authority; and
- 6.2.8 The right to withdraw consent.

7. Complaints

7.1 If you have any concerns regarding how we collect or process your personal data then you can contact Gerald@geraldblainassociates.co.uk in the first instance. You also have the right to lodge a complaint with the supervisory authority, which for the UK is the UK Information Commissioner's Office (ICO). Complaints can be submitted to the ICO through the ICO helpline by calling 0303 123 1113. Further information about reporting concerns can be found on the ICO website at www.ico.org.uk .

8. Amendments

8.1 We may update this policy from time to time by publishing a new version on our website.

8.2 You should check the privacy policy page occasionally to ensure you are happy with any changes made to the policy.

8.3 We may notify you of significant changes to this policy via email.

9. Our Details

9.1 Gerald Blain Associates Ltd are registered in England and Wales under registration number 9783539 and our registered office is at 15 St John Street, Whitland, SA34 0HP.

9.2 You can contact us :-

- 9.2.1 By post at the above listed address;
- 9.2.2 By phone at 01994 240 366
- 9.2.3 By email at gerald@geraldblainassociates.co.uk