

SLATE & STONE CONSULTANTS, CEUNANT, CAERNARFON LL55 4SA

## GENERAL DATA PROTECTION REGULATION

Who collects your data?

T G Hughes.

What data do I collect?

- the names and contact details (including postal address, email address and telephone numbers) of my clients, or their relatives, associates or employees involved in any enquiry or project for which I have been contacted or commissioned (“a Project”).
- the names and contact details of advisory bodies, consultants, contractors and suppliers with whom I have worked in the past or who are currently engaged in working on a Project.
- bank account details of anyone to whom I need to make payments by bank transfer.
- the address and details of any property (including photographs and drawings) that is the subject of an enquiry or a project.

What is the legal basis for using your data?

I will use your data:

- Where there is a ‘legitimate interest’ to do so, for example to provide advice or perform my contracts with my clients.
- When there is a legal obligation to do so.
- If you give your consent to disclose information to other parties.

Will your data be given to third parties?

- I will not share your details with third parties for any reason unrelated to a Project. The only exceptions to this would be if you give your consent, there is an emergency or I am legally required to do so.
- I will inform you if your data should accidentally be disclosed to third parties without your permission or any legitimate interest.

How do I use your data?

- I will use your data to enable me to provide advice requested by you or to complete a Project.
- I may also use your data for the requirements of running my business, for example supplying information to my professional indemnity insurers, our accountants or HMRC, or applying for registration with professional bodies.
- with your consent (when required), I may use photographs and details of properties which have been the subject of a Project on my websites or in technical or similar publications.
- I do not use any form of automated decision-making in relation to your data.

Data storage?

I will keep your data for at least 12 years after the initial date of contact or appointment. Data is held in my office in the form of:

- electronic and paper files
- drawing files and archives
- contact lists

What are your rights?

You have the following rights in relation to the personal data that I hold:

- to be informed about how I process your data.
- to have access to any personal information that I hold
- to correct any mistakes in that information
- in certain circumstances, to ask for your personal information to be erased or restricted.
- in certain circumstances, to object to your personal information being used.

If you wish to make a complaint please contact me at the above address.

For further detailed information on your rights in relation to your personal data, please refer to:

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