

Private Client Privacy Notice

Data Controller: Sanderson Associates (Consulting Engineers) Ltd

Sanderson Associates (Consulting Engineers) Ltd hereinafter referred to as 'Sanderson Associates' is registered with the Information Commissioner's Office; our registration number is Z9783371.

As part of its operational procedures relating to its daily business, Sanderson Associates collects and processes personal data relating to private clients. Sanderson Associates is committed to being transparent about how it collects and uses that personal data and to meeting its General Data Protection Regulation (GDPR) obligations.

What Information Does Sanderson Associates Collect?

Sanderson Associates may collect a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- your bank details.

Sanderson Associates may collect this information in a variety of ways. For example, personal data might be obtained from the information you provide in order to engage Sanderson Associates or the method you choose to settle its invoices, or from external sources such as planning applications etc.

Personal data will be stored in a range of different places, including on Sanderson Associates' records of your project, on documents such as drawings, project reports, Building Control applications, planning applications and on other IT systems (including email).

Why Does Sanderson Associates Process Personal Data?

Sanderson Associates needs to process your personal data during proposal development and internal audit checks on financial standing etc. prior to entering into a contract with you. It will also need to process your personal data when entering into a contract with you, for the duration of our providing contracted services to you and thereafter for the contracted period of liability.

Sanderson Associates has a legitimate interest in processing personal data, both during the period that your project is active and for keeping records of that project during its contracted period of liability. Processing your personal data allows Sanderson Associates to manage and deliver the contracted services

Who Has Access to Data?

Your information may be shared internally for the purposes of carrying out the various stages of the project works. This includes members of the Sanderson Associates technical team, administrative staff and IT staff so far as access to your personal data is necessary for the performance of their roles.

Sanderson Associates will not share your personal data with third parties, unless your project works necessitate this. Sanderson Associates will then share your personal data with, for example, architects, Council planning offices etc. in order to obtain necessary designs, drawings, surveys, consents etc. for the progression of your project.

It is our intention, wherever possible, to use and store your personal data in the UK and to avoid transferring it outside of the European Economic Area (EEA). Personal data shall not be transferred to a country or territory outside the EEA unless an Agreement or other mechanism approved by the European Commission or the Information Commissioners' Office has been put in place.

How Does Sanderson Associates Protect Data?

Sanderson Associates takes the security of your personal data seriously. It has internal policies and controls in place to ensure that your personal data is not lost, accidentally destroyed, misused or disclosed, and is not accessed, except by our employees in the proper performance of their duties.

For How Long Does Sanderson Associates Keep Data?

Sanderson Associates will only keep your personal data for as long as we need to in order to fulfil the purposes for which it was collected, for as long as we are required to keep it by law or regulatory requirements, and as set out in this privacy notice during our contracted period of liability.

Automated Decision-Making

Automated decision-making does not form any part of the processes that Sanderson Associates will employ to carry out your project works.

Your Rights In Connection With Personal Information

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.

Ordinarily you will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

If you believe that Sanderson Associates has not complied with your data protection rights, you can complain to the Information Commissioner.

What If You Do Not Provide Personal Data?

You are under no statutory or contractual obligation to provide personal data to Sanderson Associates during the period of your project works. However, if you do not provide the information, Sanderson Associates may not be able to carry out your project works properly or at all.

If you have any questions about this privacy notice or our treatment of your personal data, please write to us by way of email at mail@sandersonassociates.co.uk or by post to: -

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