

8 May 2018

westwaddy **ADP**



Privacy Notice

How your information will be used:

1. West Waddy needs to keep and process information on its clients to carry out contractual obligations for you. The information we hold and process will be used for our management and administrative use only. We will keep and use it to manage our contract with you effectively, lawfully and appropriately, during the duration of our contract. This includes using information to enable us to comply with any legal requirements, pursue the legitimate interests of the Company and protect our legal position in the event of legal proceedings. If you do not provide this data, we may be unable in some circumstances to comply with our obligations and we will tell you about the implications of that decision.
2. As a company our activities may sometimes require us to process your data to pursue our legitimate business interests, for example to prevent fraud, administrative purposes or reporting potential crimes. We will never process your data where these interests are overridden by your own interests.
3. The sort of information we hold includes full names, postal address, email address, telephone numbers and site address.
4. You will, of course, inevitably be referred to in company documents and records that are produced in relation to your project in the course of carrying out our duties and the business of the company.
5. Where we are processing data based on your consent, you have the right to withdraw that consent at any time.
6. Other than as mentioned below, we will only disclose information about you to third parties if we are legally obliged to do so or where we need to comply with our contractual duties to you, for instance we may need to pass on certain information to:
 - Local Authority
 - Building Contractors
 - Consultants
 - Barristers

7. Your personal data will be stored for a period of between 6 and 12 years in order to meet with our contractual obligations and dependant on the type of the contract.
8. If in the future, we intend to process your personal data for a purpose other than that which it was collected we will provide you with information on that purpose and any other relevant information.

Your rights

13. Under the General Data Protection Regulation (GDPR) you have a number of rights with regard to your personal data. You have the right to request from us access to and rectification or erasure of your personal data, the right to restrict processing, object to processing as well as in certain circumstances the right to data portability.
14. If you have provided consent for the processing of your data you have the right (in certain circumstances) to withdraw that consent at any time which will not affect the lawfulness of the processing before your consent was withdrawn.
15. You have the right to lodge a complaint to the Information Commissioners' Office if you believe that we have not complied with the requirements of the GDPR with regard to your personal data.

Identity and contact details of controller and data protection officer

19. West Waddy ADP is the controller [and processor] of data for the purposes of the GDPR.
20. If you have any concerns as to how your data is processed you can contact: Lorraine Waddy: l.waddy@westwaddy-adp.co.uk – Practice Manager

Newsletter

If you would like to continue to receive a copy of our newsletter please tick the box and return this form to l.waddy@westwaddy-adp.co.uk .

Thank you.