



Paton Design Services Ltd
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PRIVACY POLICY

Data controller: Paton Design Services Ltd

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

What information does Paton Design Services Ltd collect?

Paton Design Services Ltd may collect a range of information about you. This includes: your name, address and contact details, including email address and telephone number and your bank details.

Paton Design Services Ltd may collect this information in a variety of ways. For example, data might be obtained from the information you provide in order to engage Paton Design Services Ltd or the method you choose to settle its invoices, or from external sources such as planning applications etc. Data will be stored in a range of different places, including on Paton Design Services Ltd's 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 Paton Design Services Ltd process data?

Paton Design Services Ltd needs to process your 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 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.

Paton Design Services Ltd has a legitimate interest in processing 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 data allows Paton Design Services Ltd 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 administrative staff and IT staff so far as access to your data is necessary for the performance of their roles.

Paton Design Services Ltd will not share your data with third parties, unless your project works necessitate this. Paton Design Services Ltd will then share your data with, for example, engineers, 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 data in the UK and to avoid transferring it outside of the European Economic Area (EEA). 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. Issue 1.0: May 2018

How does Paton Design Services Ltd protect data?

Paton Design Services Ltd takes the security of your data seriously. It has internal policies and controls in place to ensure that your 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 Paton Design Services Ltd keep data?

Paton Design Services Ltd will only keep your 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 Paton Design Services Ltd will employ to carry out your project works.

Your rights in connection with stored information

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

- **Request access** to your information (commonly known as a "data subject access request"). This enables you to receive a copy of the information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the 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 information. This enables you to ask us to delete or remove 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 information where you have exercised your right to object to processing (see below).
- **Object to processing** of your 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 information for direct marketing purposes.
- **Request the restriction of processing** of your information. This enables you to ask us to suspend the processing of 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 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 Paton Design Services Ltd has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide data?

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

If you have any questions about this privacy notice, please contact the Paton Design Services Ltd office which you have engaged to deliver services.