



7A Haywood House, Hydra Business Park, Nether Lane, Sheffield S35 9ZX

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VAT Registration No: 242008451 Company Registration No: 09668503

GDPR: DATA PRIVACY NOTICE FOR CLIENTS

May 2018

Introduction

DK Designs FPT LTD ("We") are committed to protecting and respecting your privacy.

This policy (together with our terms of use) sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we treat it.

The rules on processing our personal data are set out in the General Data Protection Regulations (the "GDPR"). The following definitions apply:

Data controller – The data controller determines the reasons for the process and processing personal data.

Data processor – The data processor is responsible for process of processing personal data on behalf of a controller.

Data Subject – This is the individual or person that the data relates to.

Categories of data:

Personal data – The regulations apply to "personal data". This is any information relating to a person who can be directly or indirectly identified by that information. For example, name, home address or private email address. Online identifiers may include an IP address and cookies.

Special categories personal data – The GDPR refers to sensitive personal data as "special categories of personal data". These categories specifically include racial and ethnic origin, sexual orientation, medical information (including mental health), trade union membership, political opinions religious or philosophical beliefs. In addition, genetic data, and biometric data is included where it can be processed to uniquely identify n individual.

Processing – This is any operation or set of operations which is performed on personal data or on sets of personal data, whether manual or automated. This includes the collection of the data, recording, organisation, storage either manually or electronically, adaption or alteration of the data, retrieval consultation, use, disclosure by transmission, dissemination or otherwise making available the data, alignment or combination, restriction, erasure or destruction of the data.

Third party – This means a person, public authority, agency or body other than the data subject, data controller or data processor who, under the direct authority of the data controller or data processor are authorised to access and/or process personal data.





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1. Who are we

DK Designs is the data controller. This means we decide how your personal data is processed and for what purposes. Our contact details are: 7a Haywood house, Hydra Business Park, Nether Lane, Sheffield S35 9ZX. For all data matters contact Daniel Keeton – dan@dk-designs.co.uk

2. The purpose(s) of processing your personal data

We use your personal data for the following purposes:

- To conduct land surveys
- To obtain ordnance survey maps
- For planning applications, building regulation applications
- To obtain quotes from third parties, ie. structural engineers, local water authorities
- To contact you with any issues
- To process quotes / invoices & payments

3. The categories of personal data concerned

With reference to the categories of personal data described in the definitions section, we process the following categories of your data:

- Personal data for example: your name, address, phone number and e-mail address.

4. Special categories of personal data

We do not process any data which may fall into Special Categories

5. Sharing your person data

Your personal data will be treated as strictly confidential, and will be only shared as follows:

- To conduct land surveys
- To obtain ordnance survey maps
- For planning applications, building regulation applications
- To obtain quotes from third parties ie. structural engineers, local water authorities

6. How long do we keep your personal data

We keep your personal data for no longer than reasonably necessary, typically no more than 7 years in order to comply with the required duration necessary for audit purposes.

7. Providing us with your personal data

You are under no statutory or contractual requirement or obligation to provide us with your personal data. But failure to provide any necessary data may mean that we cannot fulfil our services to you.





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8. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of the personal data which we hold about you;
- The right to request that we correct or update any personal data if it is found to be inaccurate or out of date;
- The right to request that your personal data is erased where it is no longer necessary to retain such data;
- The right to request that we provide you with your personal data and where possible, to transmit the data directly to another data controller, (known as the right to data portability)
- The right where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, where applicable i.e. for the purposes of direct marketing and processing for the purposes of scientific/historical research and statistics

9. Transfer of data abroad

We do not transfer data outside of the EEA

10. Automated decision making

We do not use any form of automated decision making for our business.

11. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions

12. Changes to our privacy policy

Any changes we make to our privacy policy in the future will be published on our website. Please check back frequently to see any updates or changes to our privacy policy

13. How to make a complaint

Should you wish to make a complaint please in the first instance contact our Data Processor.

If this does not resolve your complaint to your satisfaction, you have the right to lodge a complaint with the Information Commissioners Office on 03031231113 or via email <https://ico.org.uk/global/contact-us/email> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, England.

