

# GDPR Privacy Policy – Colin Davies Consulting Structural Engineer

For the purposes of the General Data Protection Regulation ("GDPR") and UK data protection laws, the controller is **Colin Davies, Colin Davies Consulting Structural Engineer of KRF Building, Long March, Daventry, NN11 4NR.**

## About this document

This privacy policy sets out the way we process your personal data and we've created this privacy policy to make sure you are aware of how we use your data as a member, stakeholder or contact of our Trade Association.

## How we collect your information

We may collect your personal data in a few limited ways, namely:

- Directly from you, when you make enquiries on our website, by phone or by e mail.
- From someone else who has passed on your contact details on your behalf (for example a colleague, client, stakeholder or customer)

## The types of information we collect

We may collect the following types of personal data about you:

- Contact and communications information, including your contact details (including e mail address(es), telephone numbers and postal address(es) and records of communications and interactions we have had with you);
- Financial information for accounts management and invoicing

## How we use personal data

Personal data provided to us will be used for the purposes set out at the time of collection and, where relevant, in accordance with any preferences you express.

More generally, we will use your personal data for the following purposes:

- Fulfilment of contracted or agreed consultancy services, (including any written terms and conditions relating to our contract / working relationship with you);
- Responding to enquiries you may make to us, either directly or via contractors;
- Storing your details on our internal databases and address books;
- Promoting your services to third parties through general referrals, where consented by you.

## **Your marketing preferences**

We will always respect your wishes in respect of what type of communications you want to receive from us and how you want to receive them. There are some communications, however, that we need to send you regardless of your marketing preferences for us to fulfil our contractual obligations to you.

Examples of these essential service communications are:

- Records of work undertaken such as reports, minutes, e mails, invoices and reminders
- Responses to third parties on your behalf.

You are in control of how we communicate with you. You can update your choices and/or your contact details by contacting us at:

Telephone: 01327 877276

Email: colin@colin-davies.co.uk

Post: Colin Davies, KRF Building, Long March, Daventry, NN11 4NR

## **Sharing your information with others**

We do not sell or share your personal data to other organisations to use other than as set out below.

Personal data collected and processed by us may be shared with the following third parties, where necessary:

- Contractors and suppliers for the purposes of administering your contracted or agreed work and giving you access to the benefits to which you are entitled.

## **How long your information is kept**

Legally, and to meet professional responsibilities, files are kept for 6 years, unless there has a specific agreement or legal requirement for me to retain for longer. We keep your personal data only for as long as necessary for each purpose we use it. For most members or stakeholder data, this means we retain it for so long as there is a legitimate and useful need to contact you regarding business related issues.

## **Your rights**

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

- Request access to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
- Request correction of the personal data 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 data. This enables you to ask us to delete or remove personal data 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 data where you have exercised your right to object to processing (see below).

- Object to processing of your personal data 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.
- Request the restriction of processing of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it. You can also withdraw your consent, where this is the basis for our processing your data (without affecting the lawfulness of our previous processing based on consent).
- Request the transfer of your personal data to another party. Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply.

### **Changes to this privacy policy**

We keep our privacy policy under regular review. This is the first issue of our privacy policy and it was issued on 18 July 2018.

### **Contact and complaints**

If you have any queries about this privacy policy or how we process your personal data, or if you wish to exercise any of your legal rights, you may contact Nikki Robertson:

Telephone: 01327 877276  
Email: colin@colin-davies.co.uk  
Post: Colin Davies, KRF Building, Long March, Daventry, NN11 4NR

If you are not satisfied with how we are processing your personal data, you can make a complaint to the Information Commissioner. You can find out more about your rights under applicable data protection laws from the Information Commissioner's Office website: [www.ico.org.uk](http://www.ico.org.uk)