

Simpson Property Consultants Ltd

Privacy Notice

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Introduction to This Privacy Notice

This Privacy Notice is intended to set out your rights and answer any queries you may have about your personal data in relation to electronic communications and data we might gather, collate, keep, process, use or disseminate. This Privacy Statement sets out the type, scope and purpose of collecting, processing and using personal information that you choose to provide, or that we need to meet a legal duty or to fulfil a legitimate business interest such as providing you with effective employment, if you are an employee and services such as advice and documentation if you are a client.

Principles

Simpson Property Consultants Limited are absolutely committed to protecting your privacy.

Our Policy

The protection of your personal information is of paramount importance to us. We will use data which can identify you, that you choose to provide or that is collected during the course of our delivery of our business, only in line with the provisions of this Privacy Statement and in accordance with applicable data protection regulations. Our policy can be summarised in one sentence: We will only share your information with others where there is a legal or contractual requirement or with your consent. By appointing us to provide legitimate services, you are accepting and consenting to the practices described in this policy.

Parties this notice may apply to;

The Controller (of your data)

The controller of your data will be Simpson Property Consultants (the company) a registered Limited Company.

The Authority

Our supervisory authority for data protection purposes is the Information Commissioner's Office (ico.org.uk). If you believe that we have processed your personal data in breach of this Online Privacy Statement or the relevant laws and regulations, you have the right to lodge a complaint with the Information Commissioner's Office.

Employees

People who have been employed in the past or presently by Simpson Property Consultants Ltd (the company).

Other parties

1. Organisations (past or present) – who have ever received our services;
 - a. Directors
 - b. Employees
 - c. Contractors
 - d. Sub-contractors
 - e. Visitors
2. Sole Traders or partnerships (past or present) – who have ever used our services;
 - a. Owners/proprietors
 - b. Employees
 - c. Contractors
 - d. Sub-contractors
 - e. Visitors
3. Construction Projects (past or present) where we have been involved with advising one or more parties;
 - a. Clients
 - b. Designers and Principal Designers
 - c. Contractors and Sub-contractors and Principal-contractors
4. People with responsibility for buildings, premises or sites who have ever used our services;
 - a. Owners or their representatives, agents or managers
 - b. Contractors
 - c. Sub-contractors
 - d. Visitors
5. Suppliers;
 - a. Contractors, who have provided us with products or services
 - b. Sub-Contractors, who have provided our clients (through us) with products or services
6. Associates, who have provided services to any of the parties listed above

Questions and Answers

Why is This Information Collected?

We collect different types of information about our clients and their employees and contractors for the following reasons:

1. To enable us and our current or previous clients to meet relevant legal and contractual duties and to enable us to provide appropriate advice and assistance on matters relating to health and safety, human resources and associated legal requirements.
2. To enable relevant third parties, to meet relevant legal and contractual duties and to enable us to provide appropriate advice and assistance on matters relating to health and safety, human resources and associated legal requirements.
3. For investigative purposes, in connection with legal claims, employment tribunals, compliance, remedial orders or prosecutions, whether they proceed or are prematurely terminated for any reason;
4. To help us to improve the service we offer.

Who will have access to your information?

Your information may be shared;

1. Within our business, information on employees and clients will be shared as required for a legitimate reason.
2. Outside of our business, information may be shared with third parties, such as clients, sub-contractors or associates to enable us to meet a contractual or legal requirement.
3. With third parties (such as prospective clients) information will be shared only where we have received consent, which can be withdrawn at any time, by contacting us.

What information do we collect?

We collect and process personal data about you, which may include:

1. your name;
2. your work address, email address and/or phone number;
3. your job title and role
4. issues or concerns about issues that you may have or believed to have had relating to your work.
5. and/or any other information you provide

How do we use this information?

1. As required to establish and fulfil a contract with you, for example, if you make a purchase from us or enter into an agreement to provide or receive services. This may include verifying your identity, taking payments, communicating with you, providing customer services and arranging the delivery or other provision of products or services. We require this information in order to enter into a contract with you and are unable to do so without it.
2. In accordance with our legitimate interests in protecting our legitimate business interests and legal rights, including but not limited to, use in connection with legal claims, compliance, regulatory and investigative purposes (including disclosure of such information in connection with legal process or litigation).
3. To act in your interests and to fulfil contractual and legal requirements which apply to either or both of us.
4. To meet a specific legal requirement, such as during an accident investigation or the coordination of parties involved in construction work during the planning and/or construction phases, or during an investigation following an issue with an employee.
5. With your express consent to respond to any comments or complaints we may receive from you, and/or in accordance with our legitimate interests including to investigate any complaints received from you or from others, about our website or our products or services
6. We may use information you provide to personalise (i) our communications to you; (ii) our website; and (iii) products or services for you, in accordance with our legitimate interests.
7. To monitor use of our websites and online services. We may use your information to help us check, improve and protect our products, content, services and websites, both online and offline, in accordance with our legitimate interests.
8. We may monitor any customer account to prevent, investigate and/or report fraud, terrorism, misrepresentation, security incidents or crime, in accordance with applicable law and our legitimate interests.
9. We may also send you direct marketing in relation to relevant products and services. Electronic direct marketing will only be sent where you have given your consent to receive it, or (where this is allowed) you have been given an opportunity to opt-out. You will continue to be able to opt-out of electronic direct marketing at any time by following the instructions in the relevant communication.

How long will we keep your personal data?

1. We will not keep your personal information for any purpose for longer than is necessary and will only retain the personal information that is necessary in relation to the purposes set out in this document.
2. We are required to retain certain information as required by law or for as long as is reasonably necessary to meet regulatory requirements, resolve disputes, prevent fraud and abuse, or enforce our terms and conditions.
3. Where there is a specified retention period, we may retain your data for a short time beyond the specified retention period, to allow for information to be reviewed and any deletion to take place.

Where is your data stored?

We will store your information on our secure servers and securely stored back up devices. We may share your personal information with other members of our company and third-party service providers who assist us in delivering legitimate services.

Links to other websites

This Online Privacy Statement does not cover the links within our website linking to other websites. We encourage you to read the privacy statements on the other websites you visit.

What are your rights in relation to your personal data?

From 25 May 2018 under the General Data Protection Regulations;

1. You have the right to request details of personal information that we hold about you.
2. In case the information we hold about you is outdated or incorrect you have the right to request an update and correction of the relevant data. You may also have a right to request the erasure of personal data we hold about you provided that we do not have a statutory obligation or an outweighing legitimate interest to keep such data. Any request for access, rectification or erasure must be made in writing to the contact address set out below.
3. Each individual whose personal identifiable information is collected, recorded or used by us, has the right to know how that information will be stored, used and transferred and also has rights to access and control the use of that information. Personal identifiable information means any information on the basis of which an individual (the data subject) can be identified such as e.g. name, email address, phone number or the like.
4. You have the right to ask us not to process your personal data for marketing purposes. You can exercise your right by contacting us at any time to unsubscribe or change your preferences.
5. Where you have consented to us using your personal data, you can withdraw that consent at any time.
6. If the information we hold about you is inaccurate or incomplete, you can notify us and ask us to correct or supplement it.
7. You also have the right, with some exceptions and qualifications, to ask us to provide a copy of any personal data we hold about you.
8. Where you have provided your data to us and it is processed by automated means, you may be able to request that we provide it to you in a structured, machine readable format.
9. If you have a complaint about how we have handled your personal data, you may be able to ask us to restrict how we use your personal data while your complaint is resolved.

Changes to This Notice

We may change and amend this Online Privacy Statement from time to time. Changes will be communicated through updates on our website. We recommend that you regularly access our website to ensure that you agree with any changes or amendment

Contact

If you need more information, or would like to make a request, please contact us stating the nature of your relationship with us, your question and your contact details.

Please contact us at:

Simpson Property Consultants
311 The Quadrus Centre
Boldon Business park
Tyne and Wear
NE35 9PF

Tel: 0191 5197369

Email: info@spc-ltd.org