



## GDPR PRIVACY NOTICE AND POLICY

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At Design and Planning Ltd, we are committed to safeguarding the privacy of our Customers and Suppliers. This policy applies where we are acting as a data controller with respect to the personal data that you provide us, or that we collect from you.

### What information do we collect about you?

We collect information about you when you request a quote and/or place an order for products or services. This information includes;

- Your Name
- Your Company Name
- Your Contact Details (telephone number, email address, postal address & delivery address)

### How we use your personal data

We may process information contained in any enquiry you submit to us regarding goods (enquiry data). The enquiry data may be processed for the purposes of quotes and selling relevant goods to you. The legal basis for this processing is contract.

We may also process information obtained from you when making business to business calls. The legal basis for this processing is legitimate interests. This data may include;

- Your Name
- Your Company Name
- Your Contact Details (telephone number, email address, postal address & delivery address)

We may process information relating to our customer/supplier relationships, including customer/supplier contact information (customer relationship data). The customer/supplier relationship data may include;

- Your Name
- Your Company Name
- Your Contact Details

The source of the customer/supplier relationship data is yourself. The customer/supplier relationship data may be processed for the purposes of managing our relationship with customers, communicating with customers and keeping records of those communications.

We may process/distribute your personal data identified in this policy where necessary for the purposes of obtaining or managing insurance cover, managing risks or obtaining professional advice. The legal basis for this processing is legitimate interest, namely the proper protection of our business against risks.

### **Retaining and deleting personal data**

This section sets out our data retention policies and procedure, which are designed to help ensure that we comply with our legal obligations in relation to the retention of deletion of personal data.

Personal data that we process for any purpose shall not be kept for longer than necessary to fulfil the purposes for which it is processed.

If you wish for a copy of the data we hold about you or wish for your personal data to be deleted from our system, please contact our Data Protection Officer Rachel Mason on 01572 729580 or Email [rachel@adplanning.co.uk](mailto:rachel@adplanning.co.uk)

### **Security of personal data**

We will take appropriate precautions to secure your personal data and to prevent loss, misuse or alterations of your personal data.

We will store your personal data on secure servers, personal computers and mobile devices. We do not store any financial details i.e. bank or card details. Any card payments are processed direct with world pay on their secure servers.

### **Changes to our privacy policy**

We keep our privacy policy under regular review and we will place any updates on this web page. This privacy policy was last updated on 22<sup>nd</sup> May 2018.

*All prices are subject to VAT.*

*Design and Planning Ltd VAT registered; 215467609*

Affordable Design and Planning is a trading name for Design and Planning Ltd. Company number 09640790

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