



PRIVACY POLICY

Introduction

Briggs & Stone Limited is committed to safeguarding your privacy seriously and process your personal data in compliance with the General Data Protection Regulation ("GDPR"). Any data that you submit using the web form or email will be held by us as data controller and will be held securely in accordance with GDPR.

All personal data we collect will be in accordance with the requirements of the Data Protection Act 2018 and the GDPR.

We will keep your information confidential except where we are legally obliged to disclose it by law to law enforcement and government agencies.

The Policy

1.0 Personal Data we collect

Your personal information which you provide to us which might include name, date of birth, address, email address, and other information relating to your enquiry. By sending your personal information to us you are consenting us to contact you and to process that information. You can withdraw consent at any time by e-mailing Lucie.Stone@BriggsandStone.co.uk or by writing to us.

2.0 How we use your Personal Information

We may use any personal data you provide to us by using this website to communicate with you, to provide you with any information or services you requested, monitor website trends, to fulfil our legal and regulatory obligations, to promote our services and operate our business more efficiently.

3.0 Reasons for Processing

The GDPR defines your rights over our processing of your personal information. It also requires us to declare the lawful reasons we are relying on this when we are processing your personal data. We process on the basis of consent and to meet our contractual obligations.

4.0 Information we share with other parties

We may on occasions share your personal data with other organisations as required this may include experts, contractors, agents and other data controllers. They are required to keep that information confidential.

5.0 Controlling your information

We will not sell, lease or distribute your personal information to third parties unless we have your permission or are required by law. You are entitled to make a request of your personal information by contacting us.

6.0 Data Storage

Briggs & Stone Limited does not store personal data outside the EEA.

7.0 Your rights as a data subject

At any point whilst Briggs & Stone Limited is in possession of or processing your personal data, all data subjects have the following rights:

- 7.1 **Right of access** - you have the right to access a copy of the information that we hold about you
- 7.2 **Right of rectification** - you have the right to correct data that we hold about you that is inaccurate or incomplete.
- 7.3 **Right to be forgotten** - in certain circumstances you can ask for the data that we hold about you to be erased from our records.
- 7.4 **Right to restrict of processing** - where certain conditions apply you have the right to restrict the processing.
- 7.5 **Right of probability** – you have the right to have the data we hold about you transferred to another organisation.
- 7.6 **Right to object** – you have the right to object in certain types of processing such as direct marketing.
- 7.7 **Right to object to automated processing, including profiling** – you also have the right not to be subject to the legal effects of automated processing or profiling.

Title	Privacy Policy
Review Date:	04 October 2020
Version:	2.0



In the event that Briggs & Stone Limited refuses your request and the rights of access, we will provide you with a reason as to why, which you have the right to legally challenge.

Briggs & Stone Limited at your request can confirm what information it holds about you and how it is processed.

8.0 You can request the following information:

- 8.1 The contact details of the person or organisation (Briggs & Stone Limited) that has determined how and why to process your data.
- 8.2 Contact details of the data protection officer, where applicable.
- 8.3 The purpose of the processing as well the legal basis for processing.
- 8.4 If the processing is based on the legitimate interest of Briggs & Stone Limited or a third party such as one of its clients, information about those interests.
- 8.5 The categories of personal data collected, stored and processed.
- 8.6 Recipient(s) or categories of recipients that the data is/will be disclosed to.
- 8.7 How long the data will be stored.
- 8.8 Details of your rights to correct, erase, restrict or object to such processing.
- 8.9 Information about your right to withdraw consent at any time.
- 8.10 How to lodge a complaint with the supervisory authority (Data Protection Regulator).
- 8.11 Whether the provisions of personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether you are obliged to provide personal data and the possible consequences of failing to provide such data.
- 8.12 The source of personal data if it wasn't collected directly from you.
- 8.13 Any data and information of automated decision making, such as profiling, and any meaningful information about the logic involved, as well as the significance and expected consequences of such processing.

9.0 Retention Policy

Briggs & Stone Limited will process personal data during the duration of any contract and will continue to store only the personal data for five years after the contract has expired to meet any legal obligations. After five years any personal data not needed will be deleted.

10.0 Change to this Policy

We may review this policy from time to time and any changes will be posted as updated versions on our website. We suggest you regularly check for any changes and review our policy. If you do not agree, please contact us immediately.

11.0 Complaints

In the event that you wish to make a complaint about how your personal data is being processed by Briggs & Stone Limited, you have the right to complain to Briggs & Stone Limited. If you do not get response within 30 days you can complain to the Data Protection Regulator.

The details for Briggs & Stone Data Protection Officers are:

Lucie Stone, Director Lucie.Stone@BriggsandStone.co.uk
or
Edward Briggs, Director Edward.Briggs@BriggsandStone.co.uk

Data Protection Regulator

Information Commissioner's Office
Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
Telephone: 0303 123 1113 or 01625 545745 Fax: 01625 524510

12.0 Contact us

If you have any questions or comments regarding this privacy policy or any other relevant policies and notices on the information we hold about you, please contact the Data Protection Officers above, or write to us at:

September House, 25 Wycombe Road, Princes Risborough, Buckinghamshire HP27 0EE