



# Watkiss Dawson & Ward Ltd Privacy Policy

**This Privacy Notice explains how Watkiss Dawson & Ward Ltd ('we') use any personal information we collect. The only data we collect about you is what you provide to us.**

## **What information do we collect and why?**

We collect and use personal data on the basis that it is in our legitimate interests to do so in order to manage our relationship with you and for the purposes of a Contract for services. This includes where we do not yet have a Contract with you but we have been asked by you to provide a fee quotation, and so we need to process your personal data in order to do what you have requested.

## **What data is being collected?**

We collect data such as:

- Names
- Job Roles
- Email Addresses
- Telephone Numbers
- Postal Addresses

The data may be collected over the telephone, by email, face to face or via our website.

## **Will your data be shared with any third parties?**

Your personal information may be shared with other service providers and Regulatory Bodies in order that we may fulfil our Contract for professional services with you. Examples of such Regulatory Bodies are:

- Local Authority Planning Departments
- Local Authority Building Control Departments
- Building Warranty providers such as NHBC and LABC

Examples of other Services providers:

- Structural & Civil Engineers
- Quantity Surveyors
- Mechanical & Electrical Consultants

Company Reg No: 13623702

VAT No: 392996234



- Landscape Architects
- Energy Consultants
- Land & Building Surveyors
- Ecology & Arboricultural Consultants
- Interior Designers
- Planning & Transport Consultants
- Principal Designer (H&S Consultant)

The sharing of data will not happen without your express consent. We will request your consent should it be necessary to share your data in order to fulfil our Contract with you. Any service provider we use will be included on our approved supplier list. We require all of these third parties to whom we transfer your data to respect the security of your personal data and treat it in accordance with the law. They are only allowed to process your data on our instructions.

We will not lend or sell your personal information to third parties.

### **How long will your data be stored for?**

Your data will be securely stored in electronic format for the duration of our business relationship with you. In some circumstances, and for certain Clients, we may retain your information indefinitely, for example to comply with current legislation and Contractual obligations.

### **Data security**

Protecting your data is important to us and we have put in place security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. We also limit access to your personal data to those employees and other third parties who have a business need to know such data. They will only process personal data on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected personal data breaches and will notify you and the regulatory of a breach where we are legally required to do so.

In certain circumstances you can ask us to delete your data – see the section on ‘your rights’ below.



## **Keeping your data up to date**

We have a duty to keep your data up to date and accurate so from time to time we will contact you to ask you to confirm that your personal data is still accurate and up to date. If there are any changes to your personal data (such as change of address) please let us know as soon as possible by writing to the address below or e-mail to: [\*\*enquiries@wdwa.co.uk\*\*](mailto:enquiries@wdwa.co.uk)

## **Your rights**

You have certain rights in respect of the data we hold relating to you. Details of these rights can be found on the Information Commissioner's website – [\*\*ico.org.uk\*\*](http://ico.org.uk).

In relation to a Subject Access Request, you may request that we inform you of the data we hold about you and how we process it. We will not charge a fee for responding to this request unless your request is clearly unfounded, repetitive or excessive in which case we may charge a reasonable fee or decline to respond.

Should you wish to raise a complaint or for further information about our GDPR policies, please e-mail [\*\*enquiries@wdwa.co.uk\*\*](mailto:enquiries@wdwa.co.uk)