

Data protection statement – Leigh & Glennie Ltd

Applicable from 25 May 2018

Who does this Data Protection statement apply to?

This Data Protection Statement applies to you if you are an existing Leigh & Glennie Ltd client, or if you are a prospective client who has asked us to provide an estimate or other advice or information prior to engaging our services.

Who is the controller and processor?

Leigh & Glennie Ltd, registered office: The Business Centre, Greys Green Farm, Rotherfield Greys, Henley-on-Thames, RG9 4QG

Providing personal data to us and giving consent

We will ask for your personal data for the purposes of providing our services to you, or when there is another lawful basis for doing so. You have a right to withdraw consent at any time by contacting us. If you withdraw your consent, we will no longer process your personal data for the reasons originally agreed to, unless we have another lawful basis for doing so. If you are considering withdrawing your consent, please contact us and will explain how this may affect the service we can provide.

Why the data is needed

- To fulfil contractual obligations to the clients of Leigh & Glennie Ltd
- Because prospective clients have asked Leigh & Glennie Ltd to do something before entering into a contract (e.g. provide a quote).
- Only as much data as required to fulfil contractual obligations for each client is collected and/or processed.
- Leigh & Glennie Ltd will not use the data for any purpose other than fulfilling contractual obligations for clients.
- Leigh & Glennie Ltd do not share data for marketing purposes with anyone else.

Personal data we may collect

- Names
- Email address, address and telephone numbers
- Photographs taken by Leigh & Glennie Ltd
- Photographs provided by clients
- Financial information
- Personal family information
- Health and welfare information
- Emails and letter correspondence
- Plans, maps and diagrams of property and land

Where the data comes from

- Provided by clients or their representatives
- Collected from research by Leigh & Glennie Ltd

Who the data may be shared with

- Directors of Leigh & Glennie Ltd
- Other parties that Leigh & Glennie Ltd communicates with or employs on behalf of clients to fulfil contractual obligations to the clients
- Other companies involved in providing services to Leigh & Glennie Ltd, including professional advisors
- Local Authorities
- Planning Inspectorate
- Courts and Tribunals
- Any other agency that Leigh & Glennie Ltd are required by law to provide information to (e.g. fraud prevention agencies)

Requesting information about the personal data we hold

- Individuals may request access to their personal data held by Leigh & Glennie Ltd.
- Requests may be made to mail@christianleigh.co.uk
- Individuals have the right to have their information corrected if they believe it is factually inaccurate.
- Individuals have the right to request their data is erased. Leigh & Glennie Ltd will consider the grounds for the request and will decide whether to comply or whether the law allows refusal.
- Individuals have the right to restrict processing of personal data.
- Individuals have the right to data portability.
- Individuals have the right to object to the processing of their personal data.

Withdrawal of consent

- This will not affect the lawfulness of any processing carried out before consent is withdrawn.
- If consent is withdrawn this may affect the services Leigh & Glennie Ltd can provide.

Data security

- Electronic devices are password protected.
- Operating systems are kept up-to-date.
- Firewalls and anti-virus software is used and is up-to-date.
- Paper records are held securely.
- Paper records are securely shredded and destroyed.
- Data is securely removed from computer systems/devices before disposal.

Process for breach of data protection rules

- Breaches of data security will be investigated by Leigh & Glennie Ltd.
- The extent of the breach and the impact of the breach will be assessed.
- Leigh & Glennie Ltd will seek advice from the ICO and will report a breach if appropriate.

Clients have the right to complain to the ICO about how their data is handled by Leigh & Glennie Ltd.

ICO – Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Telephone: 0303 123 1113 www.ico.org.uk