

PRIVACY NOTICE

- **Who are we**

Lander Planning Ltd (LP).

We operate as Data Controller for the information you provide to us.

If you have any questions about the protection of your data, please email us on: info@landerplanning.co.uk

LP will endeavor to answer all your questions quickly and transparently, however if you are not satisfied you have the right to complain to the Information Commissioners Office (ICO) about our handling of your requests about the protection of your data. Follow the link below to report a concern to the ICO.

<https://ico.org.uk/concerns/>

- **Taking your Data Protection seriously**

LP has reviewed and updated its responsibilities and procedures with respect to the General Data Protection Regulation (EU) 2016 / 679 ("GDPR") and have updated this Privacy Notice accordingly.

- **Purpose for processing**

LP only collect personal data required to fulfill our services with you. Your data is not used for any other purposes. We have a legitimate basis for collecting this data.

Examples of the data we are required to collect are: Name, Address, contact details, site address.

- **Source of your data**

LP receive information about you from you.

LP does not receive or buy in lists of personal data from other sources.

- **Recipients of your data**

LP does not pass on your information to any other party unless required to do so by law.

- **Automated decision making**

LP does not undertake any automated decision making using your data, nor do we use your data for profiling or any other investigative purposes.

- **Security of your data**

LP is working towards a paperless office so information will be held on computer or other storage devices. Every effort is made to ensure the security of these devices. Data is kept on a password protected computer with up to date security software, which is backed up regularly.

- **Deleting of your data**

LP only retain the information we hold for you as long as legally required and when records are deleted this is done in a safe and secure way.

- **Your rights under GDPR**

You are entitled to ask about the data that is held about you, subject to certain exceptions. This is called a Subject Access Request (SAR).

These should be made by email or in writing to the following address:

Email: info@landerplanning.co.uk

In addition, the GDPR provides the following rights for individuals: (<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>)

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling

If you would like to exercise any of your rights under GDPR, please email us on info@landerplanning.co.uk