

# THE DSC

## GDPR Privacy Policy

The General Data Protection Regulation (GDPR) grants you (hereinafter referred to as the "data subject") the right to access particular personal data that THE DESIGN & SURVEYING CONSULTANCY hold about you. This is referred to as a subject access request. THE DESIGN & SURVEYING CONSULTANCY shall respond promptly, and certainly within one month from the point of receiving the request and all necessary information from you. The formal response shall include details of the personal data THE DESIGN & SURVEYING CONSULTANCY hold about you, including the following:

- Sources from which we acquired the information;
- The purposes for processing the information; and
- Persons or entities with whom we are sharing the information.

### Project Data

Examples of information may include but not be limited to:

- Names
- Addresses
- Email addresses
- Geolocation data

Examples of ways in which THE DESIGN & SURVEYING CONSULTANCY might process your data when working on a project may include but not be limited to:

- In e-mails and letters
- In the project brief
- On drawings (physical and PDF/other digital media)
- In models on common data environments/data clouds
- In visualisations
- In strategy documents
- In submissions to the local authority, information issued to contractors and other third party consultants associated with the delivery of a project.

#### **Right to rectification**

You, the data subject, shall have the right to obtain, without undue delay, the rectification of inaccurate personal data THE DESIGN & SURVEYING CONSULTANCY hold concerning you. Taking into account the purposes of the processing, you, the data subject, shall have the right to have incomplete personal data completed, including by means of providing a supplementary statement.

#### **Right to erasure**

You, the data subject, shall have the right to obtain from us the erasure of personal data concerning you without undue delay

#### **Right to restriction of processing**

Subject to exemptions, you, the data subject, shall have the right to obtain from us restriction of processing where one of the following applies:

- the accuracy of the personal data is contested by you, the data subject, and is restricted until the accuracy of the data has been verified;
- the processing is unlawful and you, the data subject, oppose the erasure of the personal data and instead request the restriction on its use;
- we no longer need the personal data for the purposes of processing, but it is required by you, the data subject, for the establishment, exercise or defence of legal claims;
- you, the data subject, have objected to processing of your personal data pending the verification of whether there are legitimate grounds for us to override these objections.

### **Notification obligation regarding rectification or erasure of personal data or restriction of processing**

We shall communicate any rectification or erasure of personal data or restriction of processing as described above to each recipient to whom the personal data has been disclosed, unless this proves impossible or involves disproportionate effort. We shall provide you, the data subject, with information about those recipients if you request it.

### **Right to data portability**

You, the data subject, shall have the right to receive your personal data, which you have provided to us, in a structured, commonly used and machine-readable format and have the right to transmit this data to another controller, without hindrance from us.

### **Right to object**

You, the data subject, shall have the right to object, on grounds relating to your particular situation, at any time to the processing of personal data concerning you, including any personal profiling; unless this relates to processing that is necessary for the performance of a task carried out in the public interest or an exercise of official authority vested in us. We shall no longer process the personal data unless we can demonstrate compelling legitimate grounds for the processing, which override the interests, rights and freedoms of you, the data subject, or for the establishment, exercise or defence of legal claims.

### **Right to not be subject to decisions based solely on automated processing**

We do not carry out any automated processing, which may lead to an automated decision based on your personal data.

### **Invoking your rights**

If you would like to invoke any of the above data subject rights with us, please write to The Design & Surveying Consultancy, 119 Markland Rd, Dover, Kent, CT17 9LZ or email [andy@thedsc.co.uk](mailto:andy@thedsc.co.uk)

### **Accuracy of Information**

In order to provide the highest level of customer service possible, we need to keep accurate personal data about you. We take reasonable steps to ensure the accuracy of any personal or sensitive information we obtain. We ensure that the source of any personal data or sensitive information is clear and we carefully consider any challenges to the accuracy of the information. We also consider when it is necessary to update the information, such as name or address changes and you can help us by informing us of these changes when they occur.

### **Important information**

### **Questions and queries**

If you have any questions or queries which are not answered by this Privacy Policy, or have any potential concerns about how your personal data we hold is being used, please write to us at The Design & Survey Consultancy, Studio 119, Markland Rd, Dover, Kent, CT17 9LZ or email [andy@thedsc.co.uk](mailto:andy@thedsc.co.uk)

### **Policy changes**

This Privacy Policy is regularly reviewed (*21th May 2019 Current Review*). This is to make sure that we continue to meet the highest standards and to protect your privacy. THE DESIGN & SURVEYING CONSULTANCY reserve the right, at all times, to update, modify or amend this Policy. THE DESIGN & SURVEYING CONSULTANCY suggest that you review this Privacy Policy from time to time to ensure you are aware of any changes that may have been made, however, THE DESIGN & SURVEYING CONSULTANCY will not significantly change how the current use of information you have already given without your prior agreement. The latest version of this policy can be found at [www.thedsc.co.uk](http://www.thedsc.co.uk).

### **If you have a complaint**

If you have a complaint regarding the use of your personal data or sensitive information then please write to The Design & Survey Consultancy, Studio 119, Markland Rd, Dover, Kent, CT17 9LZ or email [andy@thedsc.co.uk](mailto:andy@thedsc.co.uk) and will do the very best to help you.

If your complaint is not resolved to your satisfaction and you wish to make a formal complaint to the Information Commissioner's Office (ICO), you can contact them on 01625 545745 or 0303 123 1113. You also have the right to judicial remedy against a legally binding decision of the ICO where you consider that your rights under this regulation have been infringed as a result of the processing of your personal data. You have the right to appoint a third party to lodge the complaint on your behalf and exercise your right to seek compensation