

PRIVACY NOTICE & DATA PROTECTION

PER Consulting is a small professional practice providing specialist advice in Planning, Economic Development and Regeneration.

For the purposes of Data Protection, we will at times operate as both Data Controller and Data Processor where required to analyse information provided by our clients or partners.

As Data Controller, we only collect what is necessary for the legitimate basis of conducting our business with you and with our clients. We do not pass on your personal information to any other party unless required to do by law or when we have gained your prior consent.

Examples of information we may obtain include, names, address, telephone numbers, email addresses, business cv's and bank details from sub-consultants and other suppliers. We only receive information supplied by you and do not buy-in any third-party data sources. Information from clients and other professional consultants will be retained for as long as we continue to have a business relationship.

As Data Processor, we will receive information from clients and other partners for legitimate business reasons and only for discharging our obligations to clients. All data we receive is stored securely and password protected. Personal information obtained from clients or through consultation exercises in the discharge of our business will only be retained for a period of 12 months following completion of the client work and then confidentially destroyed or deleted.

No personal data is stored or transferred to any party outside the European Economic Area.

We do not undertake any automated decision making or processing using your data, nor do we use your data for profiling or any other investigative work. No data is collected from our web site.

We do not normally collect information from children or any other vulnerable people in the course of our business. Should this situation change in the future we will immediately update this privacy notice.

Under the General Data Protection Regulations 2018 you are entitled to ask about the data we hold about you, you also have the right to rectify any errors and to ask us to delete your records from our systems at any time. Should you wish to enquire about any data we hold, please contact us by email via keith@perconsulting.co.uk or in writing to address below.

We will endeavor to answer all your questions quickly and transparently. If you are not satisfied with our response, 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/>

Signature:



Position in Company: **Managing Director**

Date: 30th March 2020