

## **Privacy and Cookies Policy**

### **About this Policy**

The following privacy policy and general policy applies to James Harrison Surveying Ltd. The team at James Harrison Surveying Ltd take your privacy seriously, and this notice has been created in accordance to the requirements of the General Data Protection Regulations (GDPR).

The following privacy notice will explain how we look after your data in every situation where you collect your data. The following also sets out your privacy rights and explains how this law and our approach to privacy and personal data protects you.

The following privacy notice goes with any other privacy notices we may provide to you at the point we collect data from you and therefore should be read in conjunction with those notices.

### **Our Status and Details**

We are the data controller for the purpose of the GDPR. Therefore any enquiry regarding the collection or processing of your data should be addressed to the business owner using the contact details below:

Name or title: James Harrison

Email address: jamesharrisonsurveying@gmail.com

Postal address:       Tides Reach,  
                            92 Fairhaven Avenue,  
                            West Mersea, Essex CO5 8BS

By using the James Harrison Surveying Ltd website, you are giving consent to this policy. For this purpose we are registered with the Information Commissioner's Office.

### **Information We Collect**

At James Harrison Surveying Ltd we will only collect, process and store client data if it has been given to us from that client. You, as the client, can do this in your own capacity as you are the User of the website. You can do this by enquiring in relation to your goods or services, by becoming a customer or supplier or by becoming a potential supplier.

Personal information refers to any information that relates to you as an identifiable person. Some examples are listed below.

1. Identity Data
  - a. Forenames

- b. Last name
  - c. Maiden name
  - d. Date of birth
  - e. Gender
  - f. Marital status
  - g. Username or similar identifier
2. Contact Data
    - a. Invoicing
    - b. Purchase order
    - c. Home or work address
    - d. Email address
    - e. Telephone numbers
    - f. Person or job title and position
  3. Financial Data
    - a. Bank account
    - b. Payment card details
  4. Special Category Data
    - a. Health or medical data
    - b. Details about your race, religion, sex and political opinions
  5. Transaction Data
    - a. Payments made for products and services you have purchased from us
    - b. Or in relation to payments that we have made to you
  6. Technical Data
    - a. Internet protocol (IP) address
    - b. Browser type and version
    - c. Time zone setting and location
    - d. Browser plug-in types and versions
    - e. Operating system and platform
    - f. Other technology n the devices used to access this website
  7. Profile and Usage Data
    - a. Enquires submitted by you
    - b. Purchases information
    - c. Feedback and survey responses
    - d. How you use your website, products and services
  8. Marketing Data
    - a. Details of any preference that you have advised use of in relation to marketing communications from us

There may also be instances where we collect non-personal data. This could include Aggregated Data obtained from your personal data, however this does not directly or indirectly identify you. This could include Usage Data detailing how you use our website and what features and areas you have used.

## **How do we collect your personal data?**

There are many different ways to collect data. Below are some of the methods:

1. Direct Interactions
  - a. This can be done with us in person, by post, email or otherwise.
  - b. You may supply your identity, contact and financial information
2. Automated technologies or interactions
  - a. With our website
  - b. This can be by using the web enquiry form
  - c. You may supply your identity, contact and financial information
3. Third parties or publicly available sources
  - a. (third parties may be used in processing identity, contact and financial information)

## **Data accuracy**

It is vital that the data we keep on our clients is up to date and accurate. If your data changes, please notify us so that we can update our records.

## **Controlling the use of your data**

We rely on the approval from you, the client, as the lawful basis for processing your data. Therefore, you have the right to revoke or vary that approval at any time.

If you do not have us to use any of your data, or if you would like to change the approval you have given us, you can write to us at the address we have detailed in clause 2, or send an email to [jamesharrisonsurveying@gmail.com](mailto:jamesharrisonsurveying@gmail.com)

## **Use of cookies**

Our website uses cookies. We use these cookies to gather relevant information from your computer for our services. This is also done to provide statistical information regarding your use of our website. This does not contain any personal information and will not be able to identify you personally. It is statistical information about visitors to our website and their use when on our website.

When using a cookie file, we may also gather information about your general internet use. Where cookies are used, they will be downloaded to your computer automatically. It will then be stored on your hard drive as the cookies will transfer information to your computer's hard drive. Cookies give us statistical information that can allow us to improve our website and the services we provide to our clients.

Every computer has the option to decline cookies. This can be completed by going to the setting on your browser that carries this option. Please note: if you choose to decline cookies, it may result in you being unable to access particular areas of our website. We work with advertisers on our website, and our advertisers may use cookies, something we have no control over. If such cookies are used, would be downloaded once you click on the advertisements on our website.

## Your rights

GDPR gives you many rights in relation to the personal data we collect. These include the right to:

1. Access your own personal data.
  - a. This is commonly known as the 'data subject access request'.
  - b. This enables you to receive a copy of all personal data we hold specifically about you.
  - c. There is no fee to access this data unless we can justifiably demonstrate that the request is repetitive or excessive.
  - d. We will ensure to respond to all legitimate data access requests within one month, we may need to gather more information from you in order to confirm your identity and the accuracy of your request
2. Request update of your personal data.
  - a. This allows you to have any incomplete or inaccurate data fixed.
3. Erasure of your personal data.
  - a. Allows you to request for us to delete personal data where there is no justifiable reason for us to continue to retain and process it.
  - b. We may not always be able to erase the data, if there is an ongoing contractual relationship between us or if we need to keep the data stored legally.
4. Object to processing of your personal data where we are dependent on consent or our own legitimate interests (or a third party's) as the reason to process the data.
5. Restrict the processing of your personal data.
  - a. This allows you to ask us to change the processing of your data.
  - b. Example: change the way and basis we contact you.
6. Request the transfer of your personal data to your or a third party.
  - a. We will then provide your or a third party of your choice, with your personal data in a structured and machine-readable format.
7. Withdraw consent
  - a. In instances where we are relying on your approval to process your personal data, you can withdraw this approval at any time.
  - b. If you withdraw your approval, we may not be able to provide certain products or services to you.

- c. We will ensure to advise you if this is the case at the time when you remove your approval.

**Changes to this policy**

We have the right to update these policies to include any changes to the website and customer feedback. Please, regularly review our policies to stay up to date of how we are protecting your personal data.

We always welcome any queries, comments or requests our clients may have regarding this Privacy Policy.

Please do not hesitate to get in contact.

Version: May 2018