

BRUNTON DESIGN | PRIVACY STATEMENT

Personal Data That We Collect

Brunton Design only collects basic personal information about you which is provided to us by you. This includes your name, telephone number, email address and your personal address which would be more than one for where you stay and where work is being carried out. When you contact us to discuss your services, we will ask for certain information to be able to confirm your identity and to allow us to deliver our service.

How We Use Personal Information

Brunton Design needs to know this personal information to carry out our obligations arising from any contracts entered into between you and us. We will not collect any personal data from you that is not needed to provide this service to you and will only use the information for purposes directly relevant to the performance of our contract. We may use it to verify your identity when you use our services or contact us, and to meet our legal and regulatory obligations.

Keeping Personal Data Confidential

All the personal information Brunton Design collects is treated confidentially, no third parties have access to your personal information unless the law allows them to do so or you give us your consent. Please be aware that we need to use this information to fill out application forms and instruct other consultants on your behalf, but you will be aware when these actions will happen.

The data we collect on you will only be stored outside the European Economic Area (EEA) where this is necessary for the performance of a contract and in compliance with European data protection legislation.

We will keep a record of all correspondence and data relating to you for a period of 6 years from our last correspondence relating to any works as this is a legal obligation for our profession.

We will store and destroy personal data securely, we won't collect or retain excessive amounts of data, we will ensure that appropriate technical measures are in place to protect personal data from loss, misuse, unauthorised access and disclosure.

How To Get Access To Your Personal Data

You can contact us at any time by email to admin@bruntondesign.com or by phoning 01241 858153 if you believe the information we have collected on you is incorrect or you wish to access the information or if you want to have it deleted.