

## **GDPR PRIVACY POLICY**

Morton Wykes Kramer Ltd understands that your privacy is important to you and that you care about how your personal data is used. We respect and value the privacy of everyone who visits this website, [www.mortonwykes.com](http://www.mortonwykes.com) ("Our Site") and those who use our services. We will only collect and use personal data in ways that are described here, and in ways that are consistent with our obligations and your rights under the law.

Please read this Privacy Policy carefully and ensure that you understand it. If you have any hesitation or questions please contact our Data Protection Officer Gill White. Your acceptance of this Privacy Policy is deemed to occur upon your first use of Our Site. If you do not accept and agree with this Privacy Policy, you must stop using Our Site immediately. In respect of the services we provide, agreement to our Privacy Policy is confirmed by engaging in contractual agreements.

### **Information About Us**

Our Site is owned and operated by Morton Wykes Kramer Ltd, a limited company registered in England under company number 8908962.

Registered address: The Studio, 63 West Street, Northampton, Northamptonshire, NN6 0QF.

VAT number: 181 5480 04

Data Protection Officer: Gill White

Email address: [office@mortonwykes.com](mailto:office@mortonwykes.com)

Telephone number: 01604 661800

Postal address: The Studio, 63 West Street, Northampton, Northamptonshire, NN6 0QF.

### **1. What Does This Policy Cover?**

This Privacy Policy applies to your use of Our Site. Our Site may contain links to other websites. Please note that we have no control over how your data is collected, stored, or used by other websites and we advise you to check the privacy policies of any such websites before providing any data to them. If you engage in our professional services, you will agree to a contractual agreement with us, by doing so you agree to the terms outlined in this policy unless specified otherwise.

### **2. What is Personal Data?**

Personal data is defined by the General Data Protection Regulation (EU Regulation 2016/679) (the "GDPR") as 'any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier'.

Personal data is, in simpler terms, any information about you that enables you to be identified. Personal data covers obvious information such as your name and contact details, but it also covers less obvious information such as identification numbers, electronic location data, and other online identifiers.

### **3. What Are My Rights?**

Under the GDPR, you have the following rights, which we will always work to uphold:

- The right to be informed about our collection and use of your personal data. This Privacy Policy should tell you everything you need to know, but you can always contact us to find out more.
- The right to access the personal data we hold about you. Part 10 will tell you how to do this.
- The right to have your personal data rectified if any of your personal data held by us is inaccurate or incomplete.
- The right to be forgotten, i.e the right to ask us to delete or otherwise dispose of any of your personal data that we have.
- The right to restrict (i.e. prevent) the processing of your personal data. See Part 9 for further details.
- The right to object to us using your personal data for a particular purpose or purposes.
- The right to data portability. This means that, if you have provided personal data to us directly, we are using it with your consent or for the performance of a contract, and that data is processed using automated means, you can ask us for a copy of that personal data to re-use with another service or business in many cases.
- Rights relating to automated decision-making and profiling. We do not use your personal data in this way.

For more information about our use of your personal data or exercising your rights as outlined above, please contact us using the details provided in Part 11. Further information can also be obtained from the Information Commissioner's Office or your local Citizens Advice Bureau. If you have any cause for complaint about our use of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office.

### **4. What Data Do We Collect?**

We collect very little personal information from our clients. In relation to this website, we do not collect any data other than that which you supply to us in an email. We do not use cookies. We do not collect information about your computer, such as your IP address, operating system, mobile device or browser.

You may make an enquiry with us following your visit to Our Site, our administrative staff may ask you for common personal details to enable us to follow up with you. If you choose to work with us we may request further personal information to help us complete our job. The sorts of data we may request and store include the following: your name, address, contact numbers, email address, social media accounts, the company you are employed by and your job title.

If you have provided contact data and your personal views as part of a public consultation process for one of our clients, this will also be stored safely in order to provide a Statement of Community Involvement or similar legal documents as part of a planning process.

If you have applied for a job or placement at Morton Wykes Kramer, you are supplying us with personal data, we only use this information for processing your application and will be destroyed at the end of the selection process.

## **5. How Do You Use My Personal Data?**

Under the GDPR, we must always have a lawful basis for using personal data. This may be because the data is necessary for our performance of a contract with you, because you have consented to our use of your personal data, or because it is in our legitimate business interest to use it. Your personal data will be used for one of the following purposes:

- Providing and managing your project
- Supplying our services to you. Your personal details are required in order for us to enter into a contract with you.
- Working with nominated contractors to help deliver your project, we will discuss this with you before any data is passed on.
- Personalising and tailoring our services to you.
- Communicating with you. This may include responding to emails or calls from you.
- Supplying you with information by email and/or post.

With your permission and/or where permitted by law, we may also use your personal data for marketing purposes, which may include contacting you by email and/or telephone and/or post with information and news on our services. You will not be sent any unlawful marketing or spam. We will always work to fully protect your rights and comply with our obligations under the GDPR and the Privacy and Electronic Communications (EC Directive) Regulations 2003, and you will always have the opportunity to opt-out.

## **6. How Long Will You Keep My Personal Data?**

We will not keep your personal data for any longer than is necessary in light of the reason(s) for which it was first collected. We are legally required to hold some types of information to fulfil our statutory obligations, or to enforce or apply our terms of use or to protect the rights, property or safety of our staff and clients. General contact details such as name, address, telephone, email will be kept for a minimum of 6 years and depending on the contractual requirements set by our clients this may be extended to 12 years.

## **7. How and Where Do You Store or Transfer My Personal Data?**

We take steps to ensure that your personal information is treated securely. Your data is stored in hard copy and electronically. We use various firewalls, levels of encryption and backup data retention systems that have been put in place with our IT providers. All staff are trained on data protection issues and follow structures established by our QA systems.

GDPR protects all data stored and transferred within the European Economic Area (the “EEA” consists of all EU member states, plus Norway, Iceland, and Liechtenstein). These are known as “third countries” and may not have data protection laws that are as strong as those in the UK or the EEA. Should we need to store or transfer your data outside the EEA, we will take additional steps in order to ensure that your personal data is treated just as safely and securely as it would be within the UK and under the GDPR through ensuring that contracts, code of conduct and certification are in place. Please contact us for further information about the particular data protection mechanism used by us when transferring your personal data to a third country.

## **8. Do You Share My Personal Data?**

All our services are managed and supplied in-house. We do not outsource to third parties. In the rare circumstance of personal data being transferred outside of the EEA, we will take suitable steps in order to ensure that your personal data is treated just as safely and securely as it would be within the UK and under the GDPR.

In some limited circumstances, we may be legally required to share certain personal data, which might include yours, if we are involved in legal proceedings or complying with legal obligations, a court order, or the instructions of a government authority.

## **9. How Can I Control My Personal Data?**

In addition to your rights under the GDPR, set out in Part 5, you have the option to restrict the use of your personal data. We aim to give you strong controls on our use of your data. If you receive marketing/ newsletter from us and no longer wish to, you may choose to opt-out by notifying us via [office@mortonwykes.com](mailto:office@mortonwykes.com) and we will take you off our list. If you receive our Christmas Card but would rather not, please let us know and we will remove you from our mailing list.

You can ask us to amend, update or delete 'forget' your data at any time. If you change email address, or you think any of the other information we hold is inaccurate or out of date, you can get us to update it by emailing us.

## **10. How Can I Access My Personal Data?**

If you want to know what personal data we have about you, you can ask us for details of that personal data and for a copy of it (where any such personal data is held). This is known as a "subject access request". All subject access requests should be made in writing and sent to the email or postal addresses shown in Part 11. We will not charge you for this service.

## **11. How Do I Contact You?**

To contact us about anything to do with your personal data and data protection, including to make a subject access request, please use the following details for the attention of Gill White:

Email address: [office@mortonwykes.com](mailto:office@mortonwykes.com)

Telephone number: 01604 661800

Postal Address: The Studio, 63 West Street, Northampton, Northamptonshire, NN6 0QF.

## **Changes to this Policy**

We may change this Privacy Notice from time to time. This may be necessary, for example, if the law changes, or if we change our business in a way that affects personal data protection. Any changes will be immediately posted on Our Site and you will be deemed to have accepted the terms of the Privacy Policy on your first use of Our Site following the alterations. We recommend that you check this page regularly to keep up-to-date.

