



## Triad Planning & Design Ltd Privacy Policy

Triad Planning & Design Ltd ("we" or "us") are committed to protecting and respecting your privacy.

This policy sets out the basis on which any personal/business data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal/business data and how we will treat it.

For the purpose of the General Data Protection Regulation (GDPR) (the "Act"), the data controller is Triad Planning & Design Ltd incorporated in England and Wales with company number 3385102.

**Information we hold has been either provided by yourself or designed/written by ourselves and any consultants acting on your behalf.**

**The following information is held by us in a secure environment:**

- Your Name
- Company Name
- Full Address
- Telephone/Mobile Number
- Email Information
- Website Information
- Drawings/specifications/schedules and all other documents necessary for the procuring of approvals or contract completion.

### Uses made of the information

We use and release information in various electronic formats held about you to the following parties:

- Planning, Environmental Protection Team and Building Control departments of Local Authorities.
- Approved Building Inspectors and Building Guarantee
- Various Consultants who are necessary for the furtherance of your project.
- Statutory Authorities
- The Planning Portal
- Manufacturers and Suppliers
- Building Contractors and Suppliers

### Disclosure of your information

We will not disclose your information to third parties (unless instructed to do so in writing). This may be in the form of the quotation acceptance, second statement, shown on our standard form SF28. There are exceptions which are:

- If we are under a duty to disclose or share your personal/business data in order to comply with any legal obligation, or in order to enforce or apply our terms of use and other agreements; or to protect the rights, property or safety of Triad Planning & Design Ltd, our customers, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection. We will also disclose your information as required to comply with the terms of our appointment by you.

### Your rights

You have the right to ask us for the status and content of your current personal/business data.

You can ask us to delete your data. All requests will be dealt with within 30 days.

You can request this by email to [info@triad-planning.co.uk](mailto:info@triad-planning.co.uk) or in writing to: Triad Planning & Design Ltd, The Old Dairy, Manor Farmhouse, Manor Road, Barton-le-Clay, MK45 4NP.