

Armstrong Rigg Planning Privacy Policy

Armstrong Rigg Planning Ltd (ARP) is a professional planning consultancy owned and managed by Geoff Armstrong and Lynsey Rigg. The registered office for the company is The Exchange, Colworth Science Park, Sharnbrook MK44 1LZ. Telephone 01234 867135.

Collection of your personal data

When you engage us for services, we collect:

- your name, email address, and any other information you choose to provide to us.

When we collect your data we will notify you about what information we are collecting and our intended uses.

Use of your personal data

The lawful basis for collecting and using the personal data will depend on the specific context in which we collect it.

However, we will normally collect personal data from you only

- where we have your consent to do so;
- for the specific purposes you have consented to: to provide a service

Storage and retention of your personal data

We will retain your personal data only for as long as is necessary for the purpose it was collected.

What do we do with your personal information?

ARP will use your data for providing you with services requested by you or by your clients, through your offices. In order to provide planning consultancy, assessments, reports and services, and subsequent updates relating to the above – we collect personal data from yourself, staff and where appropriate your clients.

If you provide your data for the purposes of delivering the services above, we will use your data to maintain e-mail, telephone and offline contact with you, preferably at your place of business. We may also ask your permission to allow us to share your details where necessary with Third Parties to deliver the specific services and products you have requested.

We will never share your information with Third Parties for marketing purposes.

We will seek your permission to use your data to bring to your attention offers that you may find of value, or industry updates relating to the services you have requested from us. You may opt in or out of receiving these communications at any time.

What choices do I have about how my data is used?

You may opt out of receiving information from us by e-mail, telephone, or post.

To exercise your choices, indicate your wishes when you enter into a Contract to Provide services, call 01234 867135, or email us at info@arplanning.co.uk

You may request a copy of the information held about you by writing to: The Director, Armstrong Rigg Planning Ltd, The Exchange, Colworth Science Park, Sharnbrook, MK44 1LZ

Where do we process data?

We process data at our registered office at Armstrong Rigg Planning Ltd, The Exchange, Colworth Science Park, Sharnbrook, MK44 1LZ

How do we keep data secure?

We take appropriate steps to maintain our contact information in a secure environment to prevent unauthorised use.

Your rights

We will ensure you can exercise your rights in relation to the personal data you provide to us. These are as follows:

- Where we are relying on your consent to use your personal data, you can withdraw that consent at any time..
- You can request access to the personal data we hold about you at any time by contacting us using the details found in this notice.
- You can ask us to update your personal data if it changes. In certain circumstances, you can request we erase the personal data we hold, or ask us to stop or restrict processing if you have an objection.
- You can ask for a copy of your information in a machine-readable format to allow you to obtain and reuse your personal data for your own purposes across different services. (the right to data portability).
- If you have any privacy-related questions or unresolved problems relating to the use of your personal data, you may complain to us by contacting us using the details are found in this notice.
- You also have the right to complain to the Information Commissioners Office, the supervisory authority, about our collection and use of your personal data. They can be contacted at Information Commissioner's Office, Information Commissioners Website

What happens when this policy changes?

Changes may be necessary to this policy to reflect legal or data processing developments. If we change the policy we will provide information on our website so that users can review the changes. Any significantly different use of your data will be communicated to you and you will be able to choose whether you agree to the new use.

How you can reach us

Tel: 01234 867135, Email: info@arplanning.co.uk

Post: Armstrong Rigg Planning Ltd, The Exchange, Colworth Science Park, Sharnbrook, MK44 1LZ

Last Updated January 2021