

Privacy Notice

How we use your personal information

We will only use your personal information for the following purposes:

1. To administer and manage our relationship with you;
2. To deal with any enquiries we receive from you;
3. To comply with applicable laws, regulations and rules;
4. To provide you with details of our services and promotions;
5. To notify you of changes to what we do;
6. For the purposes of recovery of a debt in case of non-payment;

In connection with these purposes, we may share your personal information with third parties that perform services on our behalf, such as business partners (including councils, building control) and fraud sharing organisations within the UK.

We may also disclose your personal information to third parties in other circumstances, in particular:

- If we are under a duty to disclose or share your personal information to comply with any legal obligation, or to enforce or apply our terms and conditions and other agreements;
- To protect the rights, property, or safety of MJS Planning & Design Ltd, our staff, our clients, or others;
- If we sell or buy any business or assets, in which case we will disclose your personal information to the prospective seller or buyer of such business or assets.

If necessary for debit recover purposes, we may also obtain additional information about you beyond that provided to us by you, from credit reference or tracing agents.

Our legal basis for these uses of your personal information may include that (a) it is necessary for our legitimate interests in operating our business and/or providing you with services; and/or (b) it is necessary for the performance of contracts to which you are a party with us.

Your rights in relation to your personal information

You have various rights under data protection law regarding the processing of your personal information, including rights to:

- Request access to personal information we hold about you and details of our processing of your personal information.
- Request us to delete personal information in certain circumstances;
- Receive your personal information in a format suitable for transmission to a third party;
- Object to and/or restrict the processing of your personal information (including profiling) on certain grounds;
- Object to any decision about you based solely on automated processing (including any profiling) that produces legal effects or otherwise significantly affects you; and
- Lodge a complaint with the UK Information Commissioner's Office.

You can make a request to us in relation to these rights at any time by contacting us at admin@mjs-design.co.uk. Any information to which you are entitled will be provided within a reasonable timeframe, subject to the exemptions stipulated in applicable data protection laws.

How long do we retain your personal information?

We will not keep your personal information longer than is necessary, taking into account information needed for applicable legal requirements and limitation periods.

How to contact us

If you have any queries about how we use your personal information, you can contact us at any time via email at admin@mjs-design.co.uk or by post to MJS Planning & Design Ltd, First Floor, 2 Somerset Place, Teignmouth, Devon, TQ14 8EP.