

**DATA PROTECTION 2017**

The information that you have provided is subject to the General Data Protection Regulations (GDPR) 2017 and the Data Protection Act 2017.

1. By signing this document relating to each statement below you give us consent to hold and utilise the data obtained only in the timeframes and for the purposes stated. This includes consent for us to use it manually and electronically for processing and for us to pass this data to any company (e.g. Contractors) associated with the purpose we are obtaining the data for as stated in the consent declaration.

“Processing” includes obtaining, recording or holding information or data, transferring it to other companies associated with us, such as architects, designers, contractors etc. The regulations state that firms to whom data may be shared with must be named, however guidance also states common sense should be applied so as not to overload the data subject.

2. Your rights as a data subject.

- You can request a sight of the data we hold about you at any time giving us a written request you may be charged a fee for multiple requests.
- You have the right to request that we delete any data we may hold about you at any time giving us a written request, unless we are working on your project at the time, there are unpaid invoices and unless we are required to hold the data for legal reasons.
- You have the right to request a correction of any data you believe is incorrect in writing.
- If the data is held in two or more names all parties must provide and/or sign the written request.
- You as the data subject have the right to request that your data is transferred to another authorised legal entity. The request must be in writing from all data subjects making clear that the request is made in good faith, honestly and indemnifying this firm in the delivery of this data.

3. Our rights and responsibilities as a Data Controller.

- We undertake to hold the said data as accurately and securely as is reasonable to meet our legal and regulatory obligations.
- We are required to hold certain data to fulfil our legal and regulatory responsibilities even if the data subject has requested deletion of their records.
- We will endeavour to enable data deletion and/or amendments as speedily as possible subject to any legal or regulatory requirements as referred to above.
- We operate on the basis that the data supplied by the data subject is honest and accurate.

4. Specific Data Consents.

1. I/We consent to the firm collecting, holding and processing my/our data to enable the firm to undertake its professional obligations on my/our behalf. I/we understand and accept that the firm will have a legal requirement to hold my/our data for an indefinite period.

Full Name(s).....

Address(es).....

Signature(s).....

Dated.....

2. I/We consent to the firm holding and processing my/our data to make contact with me/us on a regular basis to enable the firm to manage our relationship during the works and until settlement of all invoices and unless we are required to hold the data for legal reasons.

3. I/We consent to the firm collecting, holding and processing my/our data to pass on my/our personal data to any designated professionals involved in this contract. I/we understand and accept that the firm will have a legal requirement to hold my/our data for an indefinite period.

Full Name(s).....

Address (es).....

Signature(s).....

Dated.....

**PLEASE NOTE.**

All communications should be addressed to the Data Protection Officer Hockley & Dawson.

We will treat all your personal information as private and confidential (even when you are no longer a client) except where we are permitted by law or where the disclosure is made at your request or with your consent.