

# Privacy Statement

## Who I am

I am a self-employed urban planner located at 276 Main Road, Elderslie, Johnstone, PA5 9EF. You can contact me, the Data Protection Officer, by post at that address, by email at: [nick@nickwrightplanning.co.uk](mailto:nick@nickwrightplanning.co.uk) and by telephone on 01505 352147.

## Why do I need your personal information and what do I do with it?

You are giving me your personal information to allow me to provide you with notification of updates to the project in which you have expressed interest. I may also use your information to contact you by post, email or telephone and to maintain my records.

## Legal basis for using your information

I am retaining your personal information in relation to the performance of a task carried out in the public interest.

## Who do I share your information with?

I may share your information with colleagues and organisations who I am working with on the project on which you have expressed an interest. I will request that they store and manage your information confidentially in line with their own privacy and data protection statements, and that they do not share it with others.

I will not share your information with anybody else without your prior consent.

## How long will I keep your information for?

I will only keep your personal information for the minimum period amount of time necessary in relation to completion of the project on which I am working.

## Your rights under data protection law:

- *Access to your information* – you have the right to request a copy of the personal information that I hold about you.

- *Correcting your information* – I want to make sure that your personal information is accurate, complete and up to date. Therefore you may ask me to correct any personal information about you that you believe does not meet these standards.
- *Deletion of your information* – you have the right to ask me to delete personal information about you where:
  - you think that I no longer need to hold the information for the purposes for which it was originally obtained
  - you have a genuine objection to my use of your personal information – see ‘Objecting to how we may use your information’ below
  - my use of your personal information is contrary to law or legal obligations.

## Objecting to or restricting how I may use your information

You have the right at any time to tell me to stop using, or restrict my use of, your personal information.

## Complaints

I aim to directly resolve all complaints about how I handle personal information. If your complaint is about how I have handled your personal information, please contact me direct.

You also have the right to lodge a complaint with the Information Commissioner's Office, who can be contacted at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745

Website: [ico.org.uk/concerns](https://ico.org.uk/concerns)

Updated March 2023