

Our contact details:

Name: James Scott Associates
Address: 132 Highfield Road, Blackpool, FY4 2HH
Phone Number: 01253 429196
E-mail: hello@jamesscottassociates.com

What type of information we have

We currently collect and process the following information:

- Personal identifiers, contacts, and characteristics (for example, name and contact details)

How we get the information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To enable us to contact you to answer/ respond to your enquiry.

We also receive personal information indirectly, from the following sources in the following scenarios:

- RICS Find A Surveyor if you have contacted us through their online contact form.
- Google if you ask a question directly from Google.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

a) Your consent. You can request to remove your consent at any time.

You can do this by contacting at hello@jamesscottassociates.com

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(b) We need it to perform a public task.

(c) We have a legitimate interest.

What we do with the information we have

We use the information that you have given us to:

- Contact you in response to an enquiry.

We may share this information with

- Contractors but only with your prior consent.

How we store your information

- Your information is securely stored on OneDrive.
- We keep survey/ work reports for 15 years. We will then dispose of your information by deleting your report.

Your data protection rights.

Under data protection law, you have rights including:

Your right of access

You have the right to ask us for copies of your personal information.

Your right to rectification

You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure

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You have the right to ask us to erase your personal information in certain circumstances.

JAMES SCOTT
Associates

www.jamesscottassociates.com

132 Highfield Road, Blackpool, FY4 2HH

+44 1253 429196

hello@jamesscottassociates.com

www.jamesscottassociates.com

VAT Registration Number: 435 1321 31

Your right to restriction of processing

You have the right to ask us to restrict the processing of your information in certain circumstances.

Your right to object to processing

You have the right to object to the processing of your personal data in certain circumstances.

Your right to data portability

You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at hello@jamesscottassociates.com if you wish to make a request.

How to complain

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

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