

# Privacy Policy

At Macgregor Smith, privacy is very important to us. Our privacy policy follows the legal guidelines of the General Data Protection Regulations (GDPR) which came into force on the 25th May 2018.

The regulation is a law on information and data protection and privacy for all individuals within the European Union and the United Kingdom. It also addresses the export of personal information and data outside the EU. The GDPR aims primarily to give control to citizens and residents over their personal data and to simplify the regulatory environment for international business by unifying the regulation within the EU and the United Kingdom. The GDPR replaces the 1995 Data Protection Directive and the Data Protection Act 1998.

## Information we collect from you

Personal data is information that can be collected such as name, phone number, e-mail address, town/city, postcode, company and country, that can be used to uniquely identify an individual. Information provided can come from correspondence, telephone calls, emails in relation to our business, and contact information given when applying for a position.

## How we use this information

Our declaration on information we will collect is that it will be utilised in the normal course of business at our company to allow for the processing and fulfilment of a contract allowing us to deliver our projects and services, or to evaluate applications.

Information that has been collected from our clients, applicants, suppliers, sub-contractors or members of the public, will be used for the following purposes:

- To maintain responsible commercial relations with you
- To understand your service and project needs
- To manage and develop our business and operations
- To meet legal and regulatory requirements
- To notify you of changes to our services
- To process a job application, if appropriate. (See Recruitment below).
- To recommend your product or service to relevant industry contacts
- To keep our site safe and secure

Any information given voluntarily will only be used for the purposes outlined above. If any personal information is used for any other purpose other than listed above, we will seek consent. We do not use personal data collected for any direct marketing purposes.

## Recruitment

We facilitate receiving and processing applications relative to job openings published on our website, via the Landscape Institute website or recruitment consultants. The purpose of collecting this information is for evaluating the suitability of a candidate's professional experience and to contact them to book potential screening interviews. This data would include:

- Your name, address and contact details, including email and telephone numbers
- Details of qualifications, skills, experience and employment history
- Information on current remuneration, and benefits
- Information on any disability in order to make reasonable adjustments during the recruitment process

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- Passport or identity documents regarding entitlement to work in the UK
- Third party data for reference purposes, if an offer is made.

## Your Rights

GDPR offers specific rights in relation to information and how it is utilised. Your rights under GDPR are shown below:

- You can request access to your personal information and data.
- You can update amend your own personal information and data to keep it accurate.
- You can have personal information and data deleted or erased.
- You can object to the processing of personal information and data.
- You can request that your information and data be delivered to yourself or a third party.
- You have a right to lodge a complaint with the Information Commissioner's Office.

You have the right to ask us not to process your personal information. You also have the right to see and correct data that we hold about you. If your details change or any other information we hold is inaccurate or out of date, please contact us directly by email or post, for the attention of the Data Controller at [Hello@macgregorsmith.co.uk](mailto:Hello@macgregorsmith.co.uk) or 11-12 High Street, Bath BA1 5AQ.

## Data Security and Protection

Macgregor Smith are committed to ensuring that your information is safe, and will take reasonable technical and organisational precautions to ensure that your personal information is treated securely. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

By visiting [www.macgregorsmith.co.uk](http://www.macgregorsmith.co.uk) you are accepting and consenting to the practices described in this policy. If you do not agree with the following policy you may wish to cease using this website. This privacy notice does not cover links with our site to other websites. We encourage you to read the privacy statements on the other websites you visit.

## Cookies

Our website uses Google Analytics to evaluate and compile reports on website activity and usage. Google Analytics uses 'cookies', which are small text files placed on your computer, to help the website analyse how you use the site. This website traffic data (including your IP address) will be transmitted to and stored by Google. Google Analytics does not identify individual users or associate your IP address with any other data held by Google. By using this website, you consent to the processing of data about you by Google in the manner and for the purposes set out above.

## Data Retention

Macgregor Smith will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. We will hold information for clients, consultants and suppliers for the duration of the contract for a specific project, as well as 12 years post completion in accordance with professional indemnity requirements. For unsuccessful job applications, we will keep your personal data on file for 12 months in case there are other upcoming employment opportunities for which you may be suited. You may withdraw your consent to this at any time by emailing us.