

# Privacy Policy



## Introduction

Kent Design Studio LTD is committed to protecting and respecting your privacy.

The purpose of this privacy policy is to explain how we use any personal data we collect about you, the rights you have over any personal data we hold about you, and to tell you about the policies and procedures we have in place to respect your privacy and keep your personal data secure.

This privacy policy applies to you if you use our services over the phone, online, through our website, via email or by interacting with us through our social media.

## About us

Kent Design Studio LTD is a privately owned registered limited company providing Architectural & Planning services.

## Our contact details

If you have any comments or questions about this Privacy Policy or our data processing practices, please address them to us at [info@kentdesignstudio.co.uk](mailto:info@kentdesignstudio.co.uk) or in writing, addressed to the Office Manager, Kent Design Studio LTD, The Workshop, Rose Cottage Farm, North Street, Biddenden, Kent, TN27 8BA.

## The information we collect about you

We collect and process the following information about you –

- Information you provide to us. You can provide us with information about you by communicating with us through letter, email, telephone or otherwise. The information you provide to us may include your name, business details, address, email address, telephone and any other information you choose to provide.
- Information we collect about you. Currently, we collect no information about you through our website or social media. Should this change in the future we will amend this policy and advise you accordingly.
- Information we receive from other sources. Currently, we collect no information about you through other sources. Should this change in the future we will amend this policy and advise you accordingly.

## How we use your personal information

We use personal information about you for the following purposes –

- Providing services to you. We use your personal information to provide you with information and services that you request from us.
- Marketing and advertising. We use your personal information to provide you with information about services that we think will interest you.
- Service improvements. We may use your personal information to tell you about changes to our services. The legal basis for processing your personal information in these ways is typically one of the following –
  - Consent. You have consented to us using your personal information for this purpose. You can withdraw this consent at any time by emailing us at [info@kentdesignstudio.co.uk](mailto:info@kentdesignstudio.co.uk) or in writing, addressed to the Office Manager, Kent Design Studio LTD, The Workshop, Rose Cottage Farm, North Street, Biddenden, TN27 8BA.
  - Performance of a contract. It is necessary for us to process your personal information to perform a contract with you, or for us to take steps on your instruction prior to entering into a contract with you.
  - Legitimate interests. It is within our legitimate interests to use your personal information for this purpose to provide and promote our services and to protect our business.
  - Legal obligations. It may, on occasion, be necessary for us to process your personal information in order to comply with the law.

## Sharing your personal information

- Our business partners, suppliers and subcontractors. We may provide your personal information to our business partners, suppliers and subcontractors who are providing services to us, or where necessary to provide a service you have requested.

We may also share your personal information in order to obtain professional advice, or to comply with a legal obligation or a request from law enforcement or another regulatory body.

## Storing your personal information

We will store your personal information for as long as is necessary for the purpose for which it is processed. These periods will vary depending on the nature of the information and your interactions with us.

## Your rights

You have the right to tell us not to use your personal information for marketing purposes. You can do this at any time by emailing us at [info@kentdesignstudio.co.uk](mailto:info@kentdesignstudio.co.uk) or in writing, addressed to the Office Manager, at Kent Design Studio LTD, The Workshop, Rose Cottage Farm, North Street, Biddenden, Kent, TN27 8BA.

UK data protection law also gives you the right to access your personal information, to object to the use of your personal information for certain purposes, and the right to erase, restrict or receive a machine readable copy of your personal information. You can do this at any time by emailing us at [info@kentdesignstudio.co.uk](mailto:info@kentdesignstudio.co.uk) or in writing, addressed to the Office Manager, at Kent Design Studio LTD, The Workshop, Rose Cottage Farm, North Street, Biddenden, Kent, TN27 8BA.

We will comply with the law in responding to your requests. This means that there may be some legal reasons why we cannot comply with all requests.

## Links to other websites

Our website may contain links to other websites that are not run by us. If you follow a link to another website, please note that other websites have their own privacy policies and we are not responsible for those policies or other websites' content. You should check these privacy policies before submitting any personal information to these websites.

## Contacting us

If you have any questions about this Privacy Policy or the way we handle your personal information, please contact us at Kent Design Studio LTD, The Workshop, Rose Cottage Farm, North Street, Biddenden, Kent, TN27 8BA.