



PRIVACY POLICY May 2018

This Privacy Policy contains a public statement about how Nathan Goss Conservation (NGC) deals with personal data. The terms 'we' and 'us' as used in this Policy refers to Nathan Goss Conservation (NGC). This Policy is effective with respect to any data that we have collected, or collect, about and/or from you.

Nathan Goss Conservation (NGC) is based in Aberaeron, Ceredigion but works across the whole UK. NGC takes pride in individually tailored work for clients, drawing from experience and skills gained from both the practical trade and professional building sectors. NGC specialises in historic building surveying, project management, conservation and the restoration and consolidation of old buildings and carpentry and joinery.

NGC is committed to protecting and respecting your privacy. Our Privacy Policy will be reviewed, and may be revised from time to time, so you may wish to revisit it regularly. We will publish information about any changes on our website.

This Policy sets out the basis on which any personal data we collect from you, or that you provide to us will be handled by us. Please read this policy carefully to understand our views and practices regarding your personal data and how we will treat it. If you have any questions about our data protection policy and practices please contact us: natha@nathangoss.co.uk

NGC and your personal data

Our legal basis for collecting and using your personal data

The law requires us to have one or more of the 6 lawful grounds to collect and use your personal information. The following are relevant to the purposes set out above:

1. Where you have given your consent. This consent can be withdrawn.
2. Where there is a contract and the use is necessary for the performance of the contract or to take steps at your request prior to entering into it.
3. Where there is a legal obligation. For example, to share your personal information with contractors undertaking work for you.
4. Where NGC has a “legitimate interest” in the collection and use. The law allows personal information to be collected and used if it is necessary for a legitimate interest – ours are set out here in general terms.

Sometimes it is not practical to ask for consent and we will rely on this legal basis. Where these situations relate to marketing and fundraising, please note that you can change your preferences by contacting us (see details below).

What NGC’s legitimate interests are

We may rely on legitimate interests in pursuit of our business objectives, which may include the following:

- Administration and operational management, including responding to enquires, providing information, research, building surveys, site management, the administration of our projects and employment and recruitment requirements.

When do we collect personal data from you?

- When you speak to, write to or email a member of staff
- When you sign up for our newsletter
- When you fill in our contact submission form on the ‘Contact’ page of our website
- When you voluntarily provide us with your contact details

How NGC manages your personal data

NGC will ensure that any personal data you provide is collected and handled responsibly and securely within our system.

- We do not sell or rent your personal information to any third parties.
- We will not share your personal information with any third parties, except under compulsion of law or where it is necessary to share it with HMRC.

- We do not process your personal data for marketing purposes.
- We will always inform you (before collecting personal data) of the purpose for collecting this.
- We will retain the personal data you provide securely within our records unless you request that we remove it. You may request the removal of your personal data from our records at any time
- We do not knowingly process data belonging to children without prior parental consent. If you are 16 or under, please get the permission of your parent/guardian before you provide us with any personal information.

Your rights under GDPR (General Data Protection Regulations)

Under GDPR you have the right to:

- access any personal data that we hold about you
- require us to rectify inaccuracies in that data
- object to or restrict processing
- have your data erased
- lodge a complaint
- withdraw consent for us to process your data at any time

The GDPR applies to our contacts databases. As part of our GDPR compliance process we are actively seeking consent from people whose contact details we currently hold to continue to retain this data across all forms of communication.

If you request that information we hold about you is deleted or indicate that you do not give your consent for us to continue to hold your data, your personal details will be deleted from our system. To request removal of your details from our system contact nathan@nathangoss.co.uk

You can opt-out at any time from being contacted by us. If you let us know that you do not wish to be contacted by us, we will not contact you by email, post, phone or text message.

You may request a copy of the personal information we hold about you at any time.

The accuracy of the information we hold about you is important to us. If you change your email address, or any of the other information we hold is inaccurate or out of date, please let us know (contact nathan@nathangoss.co.uk)

Our contact with you

Newsletters

You have a choice about whether you wish to receive information from us. Everyone on our newsletter mailing list may opt-out at any time. If you do not want to receive newsletters from us about our work, you may unsubscribe from our newsletters by clicking the unsubscribe link in any of our newsletters to you.

Those who unsubscribe from our mailing list are automatically deleted from our newsletter contacts database.

NGC uses Mailchimp as our newsletter platform. Mailchimp collect (via sign-up forms) and store personal data, within our MailChimp account in order to allow us to create and use distribution lists and send email campaigns. By remaining on our newsletter mailing list, you acknowledge that the information you provide will be transferred to Mailchimp for processing in accordance with their [PrivacyPolicy](#) and [Terms](#) so please do take some time to review these documents.

Our Website

Our website is hosted by Create Yourself Designs www.createyourselfdesigns.com If you use our website we encourage you to read their privacy statement.

Use of 'cookies'

The NGC website www.nathangoss.co.uk places cookies, which are small data files, on your computer or handheld device. This is standard practice for all websites. Cookies are essential for helping our website hosts deliver a high quality website and online experience for visitors to our site, and some collect information about browsing and buying behavior. By using and browsing the NGC website, you consent to cookies being used in accordance with our policy. If you do not consent, you must disable cookies or refrain from using the site.

Links from our website to other websites

Our website contains links to other websites that are not controlled by NGC. This privacy statement applies to our website only, so we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website. If you linked to our website from a third-party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third-party site and recommend that you check the policy of that third-party site.

Emailing us

Your email address is transmitted normally over the Internet, and this can never be guaranteed to be 100% secure. As a result, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk. Once we receive your information, we will strive to ensure its security within our systems.

Contact NGC

If you have any questions, comments and requests regarding this privacy policy please get in touch with us by email to: nathan@nathangoss.co.uk

Or by post to Nathan Goss Conservation, Postal Address: Arlon Y Mor, Aberarth, Aberaeron, Ceredigion SA46 0LP

This policy has been approved and adopted in May 2018