Technical advisers on environmental issues

Third Party Privacy Notice

The protection of privacy is important to MJCA. This policy sets out the basis on which any personal data collected from or provided by clients and suppliers will be processed in compliance with the UK General Data Protection Regulations (UK GDPR) 2021

Definitions

Personal data *(also referred to as ordinary personal data)*	means any information relating to an identifiable natural person (also known as a 'data subject') who can be identified (directly or indirectly) in particular by reference to an identifier such as a name, NI number, employee number, email address. Individuals whose personal data that MJCA will need to process will include employees, clients, members of the public, business contacts (regulators, contractors and suppliers)
Processing	means any activity that involves the use of personal data *i.e. obtaining, recording or holding the data, amending, retrieving, using, disclosing, sharing, erasing or destroying.* It also includes sending or transferring personal data to third parties
Data subject	refers to any person whose personal data is being processed
Special Category Personal Data	any personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health, gender reassignment (transgender, gender identity, non-binary, gender expression) or data concerning sex life or sexual orientation is known as Special Category personal data (any other data is classed as ordinary personal data)

Who is the data controller?

MJCA is the "data controller" for the purposes of data protection law and is responsible for deciding how we hold and use your personal data.

MJCA's registered business address is Baddesley Colliery Offices, Main Road, Baxterley, Atherstone, Warwickshire, CV9 2LE

MJCA are on the register of data controllers held by the Information Commissioners Office.

Lawful reasons for collecting personal data and how we use this data.

MJCA obtain information that you provide when you engage us to deliver our services or when you make an enquiry about our services. Other data may be obtained from publicly available sources, from third parties acting on your behalf or during the course of the business relationship.

Data protection law specifies the legal bases that MJCA can collect, hold and use your personal information. We rely on one or more of the following legal grounds to process your personal data:

Legal Basis	Examples of reasons for processing personal data
Performance of a contract	When you enquire or enter into a contract for our services we may need to collect and process personal data to meet contractual obligations. This will include the processing of information for the business relationship and financial / accounting purposes
Regulatory and Legal Obligations	Compliance with regulatory and legal obligations may mean we need to collect and process personal information for example obtaining information from regulatory parties or defending any legal claims
Legitimate interests	There may be occasions that we process personal data for the purpose of legitimate interests. We will only use this legal basis

	where these interests are not overridden by your interests and fundamental rights and freedoms for example to distribute marketing communications / newsletters to you where there is a legitimate interest.
Where required in public interest	This will include archiving of data in the public interest
Consent	Should we rely on consent for processing personal data you are not obliged to provide consent and you have the right to withdraw your consent at any time

Who we share your personal data with
We will only share your personal data with third parties where there is an appropriate legal ground under data protection law that permits us to do so.

Transfer of personal data to overseas countries
European Union data protection law restricts, in particular, personal data transfers to countries outside of the European Economic Area (EEA – this is the European Union plus Norway, Liechtenstein and Iceland). To ensure that Data Protection is not compromised if personal data is transferred to another country MJCA will assess the risks of any transfer of personal data outside of the UK and put in place additional appropriate safeguards if deemed necessary.

How long do we keep personal data
MJCA retain contract / projects details on file after the immediate business relationship has ceased. This is so that we can continue to respond to future queries, complaints or regulatory enquiries in relation to the project.

Information relating to client accounting and financial procedures will be retained on file for a period of 7 years. This is so that we can fulfil our legal requirements with HMRC.

Right of Access by data subject
Under the Data Protection Act 2018 and the General Data Protection Regulations 2016 data subjects have the following rights:

- **The right to make a subject access request.** This enables the data subject to receive information about how we use personal data as well as to receive a copy of it and to check that we are lawfully processing it.
- **The right to request that we correct incomplete or inaccurate** personal data that we hold about the data subject.
- **The right to request that we delete or remove** personal data that we hold about the data subject where there is no good reason for us continuing to process it. It also includes the right to ask us to delete or remove personal data where the data subject has exercised the right to object to processing (see below).
- **The right to object to our processing** of personal data where we are relying on our legitimate interest (or those of a third party) and where there is no compelling reason to continue the processing
- **The right to request that we restrict our processing** of personal data. This enables the data subject to ask us to suspend the processing of personal data.
- **The right to request that we transfer** the data subjects personal data to another party.
- **The right not to have decisions made about you solely on the basis of automated decision making processes where there is no human intervention.** MJCA does not make any decisions based on such processes.

Complaints
If you are dissatisfied with how we are using your personal information or you wish to complain about how we have handled a request then please contact MJCA's HR Department or a Director so that we can resolve any issues you may have.

You have the right to complain at any time to the Information Commissioner's Office, which is the UK statutory regulator for data protection law. Details of how to contact the Information Commissioners Office can be found on their website **https://ico.org.uk**

Changes to our Third Party Privacy Notice
MJCA will keep this Notice under regular review. MJCA reserves the right to update this Third Party Privacy Notice from time to time to reflect changes in legal requirements or business practices.
An updated copy of this Third Party Privacy Notice will be available on our MJCA website.

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