

# Stuart Thomas Associates Ltd

Structural and Civil Engineers  
Consulting Engineers

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## Stuart Thomas Associates GDPR Company Statement

Stuart Thomas Associates Limited are committed to protecting the privacy of our clients. We will ensure that the information you submit to us is only used for the purposes set out in the Data Privacy Notice.

Any information will be held securely and in accordance with the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679 replacing the Data Protection Regulations (Directive 95/46/EC) from 25<sup>th</sup> May 2018.

### Data

STA is a Structural and Civil Engineering, Consultancy Engineering practice. In order to provide our services, we collect the following personal data from the following types of people to allow us to undertake our business: -

#### **Clients**

#### **Suppliers.**

#### **Employees,**

#### **Consultants and Contractors**

#### **External Agencies.**

STA Collect personal data in the form of "Outlook" contact details and within our project directories:-

#### **Name**

#### **Company Name**

#### **Email Address**

#### **Postal Address**

#### **Telephone No**

#### **Project details / Contracts**

This data is not shared with any other organisation without prior consent of the owner.

## **STA General approach to information Security**

STA have experience in the storing, processing, and use of secure and confidential information. Physical and digital information is stored securely and available only to approved staff. All information is stored on our physical & cloud servers.

STA operate a financial bookkeeping system and hold company names, addresses and transaction history. This data is shared with the firm's accountants, Inland Revenue, and with HMRC as required by law, but with no other organisations.

## **Security**

STA processes and procedures are in accordance with the registered ICO Information commissioner's office & GDPR guidelines.

Our IT systems are externally monitored, maintained, and protected by extensive internet security software.

It is our policy to ensure in so far as is reasonably practicable that our systems and records are secure and not accessible to unauthorised parties.

## **Retaining your data**

In most circumstances your data will not be retained for more than 6 years from the last point at which we provided any services or otherwise engaged with you, and it is our policy to only store your personal data for as long as is reasonably necessary for us to comply with our legal obligations and for our legitimate business interests.

Data relating to certain types of projects information such as Commercial & Educational, Government, will be kept significantly longer depending on the contract requirements.

## **The Data protection Act give you the right:**

To request in writing and securely obtain copies of personal information STA holds.

To correct or update your personal information.

To request STA to stop using your personal information for purposes out of the instruction agreement or for any other purpose where there is no legal requirement for continued processing.

## **Changes to this policy**

If our privacy policy changes, these changes will be reflected in an updated version. Regularly reviewing of this page will ensure that users are always aware of the most updated policy.