

## Privacy Notice

### Who we are

Southern Planning Practice Ltd we are committed to maintaining the trust and confidence of our clients. In particular, we want you to know that Southern Planning Practice Ltd does not sell, rent or trade personal information with other companies and businesses for marketing purposes.

### Types of data we collect

When you instruct Southern Planning Practice Ltd to act on your behalf we will collect the following information for our client file - your name, address data, email and contact number & this will be stored on our Microsoft Outlook contact list & QuickBooks accounts database.

Client information will be kept for six years following closure of your file; this is for accounting & insurance purposes. After this period, it will be securely destroyed.

### Cookies –

Cookies are small data files which are placed on your computer or other devices (such as smart 'phones or 'tablets') as you browse a website. They are used to 'remember' when your computer or device accesses websites.

When someone visits [www.southernplanning.co.uk](http://www.southernplanning.co.uk) we use a third party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website.

### Access to your personal information

Please email [accounts@southernplanning.co.uk](mailto:accounts@southernplanning.co.uk) if you want to view, amend or delete your personal data.

### Changes to this Privacy Notice

This policy will be reviewed annually.

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