



**Project: Chailey School**  
**Client: Bowmer + Kirkland**

**Privacy and Data Management Notice**  
**November 2018**

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**Introduction**

Stonyrock Limited is a communications consultancy working across a range of sectors. We specialise in supporting clients through the planning process with consultation and engagement programmes to communities, stakeholders, politicians and media audiences.

We are collecting, reviewing and storing your data on behalf of Bowmer + Kirkland regarding the Chailey School new building project. You may have shared your data with us through your feedback on the scheme or by subscribing to be kept informed.

This notice lets you know how, why, for what and for how long (with your consent) we will use your feedback and contact information.

**Compliance**

Stonyrock complies with our obligations under the General Data Protection Regulation (GDPR) by keeping your personal data up to date, by storing and destroying it securely, by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorized access and disclosure and by ensuring appropriate technical measures are in place to protect personal data.

**Data collection**

The information we collect is what you choose to provide to us. This can include;

- Your name
- Your address
- Your telephone number
- Your email address
- Social media handles
- Your feedback and comments
- Any additional information you choose to provide.

## **Data management**

Our data management policy ensures we;

- Do not pass on your personal data to third parties
- Only share your data with the project team and Lewes District Council
- Store your data on a secure database which can only be accessed by appropriately trained staff
- Do not use your data for marketing purposes
- Keep your personal data for no longer than reasonably necessary and only retain your data until completion of the planning process
- Remove your personal data from our database and erase it from our records once the project has been completed.

## **How we use your data**

### **1) Feedback analysis**

If you have provided feedback at a public exhibition, in a letter, email, or via an online or paper feedback form, this response may be reproduced, either in summary or verbatim, in the Statement of Community Involvement (which forms part of the statutory planning application documents required by the Local Authority) and in other feedback analysis documents.

Your responses will be anonymised before publication so that personal details will never be provided in conjunction with feedback responses. If you have provided your postcode we may use this information to map responses but will not identify individual properties.

### **2) Keeping you informed through the planning process**

Separately to sharing your feedback, you may have registered to be kept informed about the Chailey School new building project by sending an email request to [newbuilding@chaileyschool.org](mailto:newbuilding@chaileyschool.org) or via our feedback forms. You will have received a confirm subscription email ahead of being added to this database and can unsubscribe at any time.



### **Your rights**

At any point while we are in possession of your information you have the right to;

- Request a copy of the information we hold on you
- Rectify any information which we may hold which is incorrect or inaccurate
- Ask for the information we hold about you to be erased from our records
- limit or object to the processing of your feedback responses.

### **If your data is to be used for something other than what we have already covered here.**

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this and how to opt in. This could include contact post planning and information through construction.

### **What is the legal basis for processing your personal information?**

Stonyrock sought your consent to use your data via a tick box opt in on your feedback form or via a confirm subscription email.

### **What if you change your mind about the consent you have given?**

You have the right to change your mind at any time about the consent you have given. If you have a question about the feedback you shared or would like to unsubscribe from our update mailings please get in touch [newbuilding@chaileyschool.org](mailto:newbuilding@chaileyschool.org) or direct to Stonyrock at [info@stonyrock.co.uk](mailto:info@stonyrock.co.uk)