
1. Introduction

Jon Sheaff and Associates (JSA) is a landscape architectural practice which delivers strategy and design for landscape and public realm projects.

At JSA, we respect your privacy and will protect your personal data.

Jon Sheaff and Associates is the trading name for Arkwood Ltd. For the purpose of the Data Protection Act 2018 ("the Act"), the data controller is Arkwood Ltd, registered as a company in England and Wales under company number 08294137 at registered office address Office 7, Mehetabel Road, London, E9 6DU.

2. The data we collect about you

Jon Sheaff and Associates provides landscape architectural consultancy services and in order to provide certain services, we will need to collect data from our clients and sub-consultants for contractual and invoicing purposes. When working with us in any capacity, we might collect the following personal information:

- Your name
- Your contact information (including your email address, postal address and telephone number(s))

We only collect basic personal data about you which does not include any special categories of personal data.

3. When do we collect personal data?

Jon Sheaff and Associates collects personal data when you:

- Enquire about consultancy services;
- Make an application for employment;
- Request marketing to be sent to you (including via our web site)
- Contact Jon Sheaff and Associates in general

We do not ask that you provide any sensitive personal data. This is data revealing information about an individual's racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade-union membership, and includes genetic data, biometric data (for the purpose of uniquely identifying an individual), data concerning health, or data concerning a natural person's sex life or sexual orientation. We ask that you do not provide any sensitive personal data.

4. What we do with your data

Data that we hold is from past, current and prospective projects, professional contacts, industry professionals, suppliers, sub-consultants and third-party consultants. Your data including your contact details and any other information provided by you may be stored in our client and contacts database(s) and may be viewed by our employees in any place in which we conduct our business.

Data will only be used for the purpose for which it was provided;

- Business data provided will be shared with employees, stakeholders, and consultants within the organisation;
- Digital data will be stored on personal work computers, with up to date software and password protected by the operative;

- Personal work computers that are removed from the office will be under the charge of a set employee with instructions to safeguard the computer;
- Any other device used to access the data will be password protected;
- Hard-copy personal data will be kept within locked facilities at the company office.

5. Why we need it

We collect, store and process data about our clients, suppliers, partners and other third parties for the purposes of business operations. This could include:

- General (non-marketing) commercial communications or enquiries;
- Administration, accounting & auditing;
- Project fulfilment;
- Jon Sheaff and Associates social events
- Recruitment;
- Sending you email notifications which you have specifically requested

You may withdraw your consent at any time just email enquires@jonsheaff.co.uk

6. Data processing, sharing and basis for sharing

We will not collect any personal data from you that we do not need in order to carry out our business operations. Jon Sheaff and Associates legal grounds for processing data are either for the performance of a contract or legitimate interest.

7. Third Party Data Processors

Below is a list of the current third-party data processors that we work with:

- IT Guys –IT support & data backup
- Mammal Create / Slice Studios – hosts our website

8. Recruitment & Selection

If you apply for a role or express your interest in employment with us, we may collect, store and use your contact details, CV and covering letter, as well as any references provided or obtained, for the purposes of processing your application and for general recruitment and selection purposes.

We may retain your CV and covering letter for future recruitment opportunities for a period of between 12-18 months unless processes or specific roles require an extended period.

Successful applicants will be asked to provide proof of their right to work in the UK, proof of qualifications and references. We will ask for your explicit consent to process all personal data.

Please contact us by email enquiries@jonsheaff.co.uk if you want us to erase your application details.

9. Security

Your data is stored securely on firewall protected network servers. Access to our servers is controlled and protected with secure passwords and multi-factor authentication.

10. Website cookies

Cookies are small files of letters and numbers that a website creates on your computer. They help the website remember you and make your experience on the site faster and easier. They do not create or store any information that can identify you personally. If you continue exploring our site, we'll assume you're ok with cookies.

How do we use cookies?

Like most websites, we use cookies to help us improve your experience of our site. Without cookies, a website will always think you're a new visitor every time you move to a new page on the site.

What to do if you don't want cookies?

Most Internet browsers automatically accept cookies but you can change your settings so that you are notified whenever you are sent a cookie. Or, if you don't like the idea of cookies, it is easy to delete cookies that have already been set and stop sites from setting new ones.

Links

This website may contain links to other sites of interest. Please note that we are not responsible for the privacy practices of other sites. We recommend you read the privacy statements on entering other sites. This privacy statement applies only to information collected by this website.

Google Analytics

We use Google Analytics to analyse the use of this website. Google Analytics generates statistical and other information about website use by means of cookies, which are stored on users' computers. The information generated relating to our website is used to create reports about the use of the website. Google will store this information.

Google Analytics collects information anonymously. It reports website trends without identifying individual visitors. You can opt out of Google Analytics without affecting how you visit our site – for more information on opting out of being tracked by Google Analytics across all websites you use. Google's privacy policy is available at: [Google's privacy policy](#)

11. Jon Sheaff and Associates emails

Confidentiality: emails and attachments are confidential and may be privileged. If you have received an email in error, please send it back to us and immediately and permanently delete it. Do not use, copy or disclose the information contained in the message or any attachment.

Internet communications cannot be guaranteed to be secure or error-free as information can be intercepted, corrupted, lost, destroyed, arrive late or incomplete. Therefore, we do not accept responsibility for any errors or omissions that are present in email messages, or any attachment, that have arisen as a result of e-mail transmission

Viruses: No liability is accepted for viruses and it is your responsibility to scan any attachments.

12. Data retention

We retain records in electronic form and maintain adequate backup procedures in the event of data corruption or destruction. Contact data remains on our contact database indefinitely, due to long lead times, frequent repeat business and continued interaction with our clients, suppliers and third parties.

All financial data is kept by us for 6 years pursuant to HMRC law. After 7 years this paperwork is securely destroyed though digital data may be stored longer.

We will hold your personal information throughout the course of our commission and during the statutory limitation period (6 or 12 years post contract/practical completion) and any limitation extension, after which time it will be archived or securely destroyed.

13. Your rights

If at any point you believe the information, we process on you is incorrect you can request to see this information and have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact a Director or our Practice Manager who will investigate the matter.

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law you can complain to the [Information Commissioner's Office \(ICO\)](#) or telephone 0303 123 1113.

14. Changes to our policy

We reserve the right to make changes to our Privacy Policy, and we will post those changes on this page. Please review this page on a regular basis for changes. We will use information in accordance with the Privacy Policy Statement under which the information was collected.

15. Contacting us

We welcome any queries, comments or requests you may have regarding this policy. Please do not hesitate to contact us at enquiries@jonsheaff.co.uk

Last updated: 01 April 2020