

SCM Planning customer privacy notice

This privacy notice tells you what to expect us to do with your personal information.

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Contact details

Post

57 Kenwick Road, LOUTH, Lincolnshire, LN11 8EL, GB

Email

enquiries@scm-planning.co.uk

What information we collect, use, and why

We collect or use the following information to **provide Planning consultancy services and goods, including delivery of items such as documents**:

- Names and contact details
- Addresses
- Purchase or account history with SCM Planning
- Photographs or video recordings (e.g site photos, landscape photos, etc)
- Records of meetings and decisions

We collect or use the following information for **the operation of customer accounts and guarantees**:

- Names and contact details
- Addresses
- Purchase history with SCM Planning
- Bank account information, for processing money transfers such as refunds

Lawful bases and data protection rights

Under UK data protection law, we must have a “lawful basis” for collecting and using your personal information. There is a list of possible [lawful bases](#) in the UK GDPR. You can find out more about lawful bases on the ICO’s website.

Which lawful basis we rely on may affect your data protection rights which are set out in brief below. You can find out more about your data protection rights and the exemptions which may apply on the ICO’s website:

- **Your right of access** - You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for. [You can read more about this right here](#).
- **Your right to rectification** - You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete. [You can read more about this right here](#).
- **Your right to erasure** - You have the right to ask us to delete your personal information. [You can read more about this right here](#).
- **Your right to restriction of processing** - You have the right to ask us to limit how we can use your personal information. [You can read more about this right here](#).
- **Your right to object to processing** - You have the right to object to the processing of your personal data. [You can read more about this right here](#).
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you. [You can read more about this right here](#).

- **Your right to withdraw consent** – When we use consent as our lawful basis you have the right to withdraw your consent at any time. [You can read more about this right here.](#)

If you make a request, we must respond to you without undue delay and in any event within one month.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

Our lawful bases for the collection and use of your data

Our lawful bases for collecting or using personal information to **provide services and goods** are:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time. Withdrawing consent means we destroy all of your personal data we hold.
- Contract – we have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object. We enter into contracts with you requiring SCM Planning to provide Planning Consultancy services to you. We may also enter into a contract with you to provide services to us.

Our lawful bases for collecting or using personal information for **the operation of customer accounts and guarantees** are:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time. Withdrawing consent means we destroy all of your personal data we hold.
- Contract – we have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object. We enter into contracts with you requiring SCM Planning to provide Planning Consultancy services to you. We may also enter into a contract with you to provide services to us.

Where we get personal information from

- Directly from you
- Publicly available sources
- Publicly available government data sources such as Planning Application details

How long we keep information

For more information on how long we store your personal information or the criteria we use to determine this please contact us using the details provided above.

How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

Last updated

1st May 2025