

Privacy Notice

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Our contact details

We are ~~Stamford Property Investments~~Elgin Haymarket Limited. We have been asked by the City of Edinburgh Council to set up this website to provide the community with information about the proposed redevelopment of Elgin House, Haymarket Yards, Edinburgh; a property that we are seeking planning permission to redevelop.

This notice is intended to give information about how we process the personal data of individuals who visit the Elgin House website.

E-mail: ~~[contact email address]~~info@20haymarketyards.co.uk

The type of personal information we use

As part of the planning process, the City of Edinburgh Council have asked us to set up this website to ensure that the community knows what our proposals are and so that we can receive feedback on them. This is part of the standard planning process for major developments in Edinburgh.

To do this ~~we will we~~ are asking for feedback via a contact us form. You can provide us with ~~personal data your name~~ when you provide feedback, but you do not have to do this as all responses will be anonymised by our planning consultants who will collate feedback and provide this to Edinburgh City Council as required through the planning process. If you do provide your name it will be removed from your comments during the anonymization process... ~~[what will this be used for — if there is no purpose then you should not really be asking for it].~~

~~[Can they use email as well?]~~Alternatively you may email our planning consultants as described on the website but your email address and any details you choose to give will not be kept and your comments will be anonymised as if you had used the contact us form on the website.

How we get the personal information and our legal basis for using it

The only personal data we will have about you will have been provided by you.

~~We use the information that you have given us in order to [see above — why do you need any?].~~

What we do with your information and who we share it with

~~We will share your~~ feedback ~~will go directly to with~~ our planning consultant who will collate your comments but not in a way that identifies you. Our planning consultant will then share their report based on your comments with the City of Edinburgh Planning Department and that will be considered as part of the planning application.

We will store this information securely on our IT systems and we are confident that these providers have adequate security in place and we have written contracts with these providers setting out security requirements and only permitting them to access the data for specific circumstances and in accordance with our instructions. They are not permitted to use this data for their own purposes.

How long will be retain your personal information

We will keep any ~~of~~ personal information you provide to us for ~~[time period]~~ no longer than 72 hours. We will then delete it securely.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information and for further information about how we use your information. This notice should answer most of your questions but you should contact us if you have further queries.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances. You have an absolute right to ask us to stop sending you marketing material and updates about our services.

There is no charge for exercising these rights unless your request is manifestly unfounded or excessive. If it is, we will charge a reasonable fee or refuse to comply with your request.

Once a request is made, it will be acknowledged and we may ask for confirmation of identification from the requester and seek clarification of this request.

We will do our best to respond without undue delay and within one month of receiving your request. However, if the request is complex we can extend that by another two months but if we do need more time, we will let you know why.

Please make any requests using the [contact details](#) above.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at using the [contact details](#) above. We will do our best to address any ~~concerns~~concerns that you have.

However you can also complain to the ICO if you are unhappy with how we have used your data. If you have not raised the issue with us already, the ICO will refer the complaint back to us to address your concerns so please do contact us first.

The contact details for the ICO can be found [here](#).

Changes to our privacy notice

We keep our privacy notice under review and will require to make changes from time to time. We will highlight any substantial updates on our website.

Version Control:

Date	Change	Name
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[Insert organisation logo]

XXXX	Original version agreed	