



General Data Protection Regulation (GDPR)

Compliance Statement

In accordance with the GDPR, effective from 25 May 2018, Les Stephan Planning Ltd (LSP) understands that this “applies to the processing of personal data in the context of the activities of an establishment of a controller or processor in the EU regardless of whether the processing takes place in the EU or not” (Article 3(1)). LSP also understands that it is the controller’s responsibility to ensure their processor abides by data protection law and processors must themselves abide by rules to maintain records of their processing activities.

Consequently, LSP has set up processes to ensure that all client and employee data is protected within its operations and, unless instructed by a client or employee (in the case of personnel data), personal information is not to be shared.

- All LSP employees (processors) are aware of GDPR and the importance of client data confidentiality.
- Personal data will be processed lawfully, transparently and for a specific purpose.
- Client information, other than that which can be found in the public domain in the form of Planning Submissions, will be destroyed/deleted once the block of work it relates to is completed.
- Client data will only be collected for specific purposes relating to the planning work being carried out on their behalf.
- Employee details are held in password protected electronic files and locked hard-copy filing systems. These details are destroyed/deleted within **one year** of any employee leaving LSP, other than information held for legal reasons e.g. to comply with HMRC laws.
- Prospective employee details are held in locked hard-copy filing systems and are destroyed/deleted within **one year** of application.
- In all cases, data is not kept for longer than necessary and is kept safe and secure.
- LSP’s electronic telephone/address system is supplied by 4Com who have given written assurance of compliance relating to:
 1. Regulations of Investigatory Powers Act 2000 (RIPA)mq
 2. Data Protection Act 1998 (DPA) / GDPR
 3. Lawful Business regulations

In addition, 4 Com recording systems available to LSP are encrypted. Clients will be advised during a conversation if the call is being recorded.