

# **Juno Planning and Environmental Ltd**

## **Privacy Policy**

This privacy policy will explain how our organisation uses the personal data we collect from you when you use our website.

Topics:

- What data do we collect?
- How do we collect your data?
- How will we use your data?
- How do we store your data?
- Marketing
- What are your data protection rights?
- What are cookies?
- How do we use cookies?
- What types of cookies do we use?
- How to manage your cookies
- Privacy policies of other websites
- Changes to our privacy policy
- How to contact us
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### **What data do we collect?**

Our Company collects the following data:

- Personal identification information (Name, email address, phone number, etc)
- Information you have given us in relation to your involvement in our work (objection letters, meeting attendees, etc)
- Information you have given third parties or is publically available that relates to your involvement in our work (planning appeals, community spokespersons etc)
- Your career details (work experience, references, academic qualifications etc)

### **How do we collect your data?**

You directly provide Our Company with most of the data we collect. We collect data and process data when you:

- Register an interest with one of our projects via us directly, with our clients or with the relevant public body.
- Voluntarily complete a customer survey or provide feedback on any of our projects
- Use or view our website via your browser's cookies.
- Send us your information for recruitment purposes or to carry out a transaction.
- Sign a contract of work with us or give us a quote for work to be done

Our Company may also receive your data indirectly from the following sources:

- If you have made your information publically available (e.g. press or media)
- From a GDPR compliant third party (e.g a business that we are in a consortium with)
- From a relevant Government department (e.g. DfI)

### **How will we use your data?**

Our Company collects your data so that we can:

- Take account of your interests in an active project we are working on.
- Include you in recruitment activities
- Pay you or request a payment from you
- Keep a record of our involvement with you for the operational needs of the business
- Comply to legal requirements to archive information about you and your interests in a completed project we have worked on

If you agree, Our Company will share your data with our partner companies so that they may include your interests in an active project we are working on in conjunction with them.

- Our direct clients
- Businesses we partner with such as construction, property development or projects management organisations.
- Where we are obliged to share information on your involvement or interests in one of the projects we have worked on, instances such as judicial reviews, planning appeals or any other legal processes.

## How do we store your data?

Our Company securely stores your data at an ACRONIS GB data centre where it is encrypted at source and on our own server which is protected by Microsoft Office Business Secure and the built in firewall on our broadband router. Our Company will keep your data archived for 12 years where it relates to one of our projects or if it is not directly related to one of our projects it will be kept for the duration of our relationship with you or if you request otherwise in advance of that. Once this time period has expired, we will delete your data at source.

## Marketing

We do not carry out any direct marketing and will not contact you for marketing purposes.

## What are your data protection rights?

Our Company would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

**The right to access** – You have the right to request Our Company for copies of your personal data. We may charge you a small fee for this service.

**The right to rectification** – You have the right to request that Our Company correct any information you believe is inaccurate. You also have the right to request Our Company to complete the information you believe is incomplete.

**The right to erasure** – You have the right to request that Our Company erase your personal data, under certain conditions.

**The right to restrict processing** – You have the right to request that Our Company restrict the processing of your personal data, under certain conditions.

**The right to object to processing** – You have the right to object to Our Company's processing of your personal data, under certain conditions.

**The right to data portability** – You have the right to request that Our Company transfer the data that we have collected to another organization, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email:

Call us at: 02890645222

Or write to us: [info@junoplanning.com](mailto:info@junoplanning.com)

## **Cookies**

Cookies are text files placed on your computer to collect standard Internet log information and visitor behaviour information. When you visit our website, we may collect information from you automatically through cookies or similar technology

For further information, visit [allaboutcookies.org](http://allaboutcookies.org).

### **How do we use cookies?**

Our Company uses cookies in a range of ways to improve your experience on our website, including:

- Understanding how you use our website

### **What types of cookies do we use?**

There are a number of different types of cookies, however, our website uses:

- **Functionality** – Our Company uses these cookies so that we recognize you on our website and remember your previously selected preferences. These could include what language you prefer and location you are in. A mix of first-party and third-party cookies are used.
- **How you use our website** – Our Company uses these cookies to collect information about your visit to our website, the content you viewed, the links you followed and information about your browser, device, and your IP address.

- **How to manage cookies**

You can set your browser not to accept cookies, and the above website tells you how to remove cookies from your browser. However, in a few cases, some of our website features may not function as a result.

### **Privacy policies of other websites**

The Juno Planning and Environmental Ltd website contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

### **Changes to our privacy policy**

Our Company keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on 29<sup>th</sup> April 2026.

## **How to contact us**

If you have any questions about Our Company's privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

Email us at: [info@junoplanning.com](mailto:info@junoplanning.com)

Call us: 028 9064 5222

Or write to us at: 409 Lisburn Road, Belfast, BT9 7EW

## **How to contact the appropriate authority**

Should you wish to report a complaint or if you feel that Our Company has not addressed your concern in a satisfactory manner, you may contact the Information Commissioner's Office.

Call them: 028 9027 8757

Email: [ni@ico.org.uk](mailto:ni@ico.org.uk)

Address: Information Commissioner's Office, 3rd Floor, 14 Cromac Place  
Belfast, BT7 2JB

Helen Harrison.



Managing Director Juno Planning and Environmental Ltd

29<sup>th</sup> April 2026