

EASTABROOK ARCHITECTS

PRIVACY NOTICE

Introduction

At Eastabrook Architects we recognise our responsibility to treat your personal information with care and to comply with all relevant legislation, in particular the Data Protection Act 2018 and the General Data Protection Regulations (GDPR). This notice covers our requirement to provide you with information on how and why we use your personal data and of your rights under the legislation.

What information do we collect?

We will collect information which is lawfully required in order to submit Planning Applications or obtain Building Control for your project. Details collected will be:

- Name
- Contact Telephone Number
- Email Address
- Home Address (or the address of the potential site where our services would be required)
- Payment information will be captured as required

This information is required in order to provide architectural advice services to you. This information may be collected electronically or in writing (or both). In any event we will ask you to ensure that we have accurately recorded your data.

How will we use the information about you?

In the first instance, we collect information to arrange consultative meetings with you about your project.

Should you contract with our business for architectural advice services, we will process your personal data in line with the GDPR in order to progress any quotes, tenders, Planning Applications or for obtaining Building Control certification. We will be clear how your data will be processed.

Disclosure of your Personal Information

As a necessary part of providing you with the services described as part of your Professional Service Appointment Letter and our Terms of Business, we may need to disclose your personal data to other third parties, but this will be strictly limited, in order to fulfil the terms of our contract with you. We have a duty to provide your information correctly therefore we will always check the information we are providing.

Marketing

Eastabrook Architects will not share your personal information for marketing purposes, however we may use with your consent, images of your property for our Company website and/or social media accounts.

Access to your information and correction

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please write: Eastabrook Architects Limited, Kent House, Sheep Street, Stow-on-the-Wold, GL54 1HQ.

Cookies

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity.

You can set your browser to not accept cookies and you are also able to remove cookies already stored by your browser.

Other websites

Our website contains links to other websites. This Privacy Notice only applies to this website so should you link to another website you should read their own privacy policies.

Changes to our Privacy Policy

We keep our privacy policy under regular review which will include any updates to this Privacy Notice. Our Privacy Policy was last updated 21 May 2018.

Retention Period

Your data will not be retained for longer than is necessary and will ordinarily be managed in accordance with RIBA standards unless we are required to retain the data for a longer period due to business, legal or regulatory requirements. In most cases your data will be archived internally within 12 months of the conclusion of your project.

Your Rights

You have the following rights in relation to our processing of your personal data:

1. The right to be informed about how we use your personal data (This Privacy Notice).
2. The right to see a copy of the personal information we hold about you.
3. The right to have personal information rectified if inaccurate or incomplete.
4. The right of erasure of your personal information where there is no compelling reason for its continued processing.
5. The right to restrict processing in certain circumstances, e.g. if its accuracy is being contested.
6. The right to data portability which, subject to certain conditions, allows you to obtain and reuse your personal data across different services.
7. The right to object to certain processing including for the purposes of direct marketing.
8. Rights to information in relation to automated decision making and profiling.

Contacting us/Complaints:

If you have a complaint about how we use your personal information, please contact us at following address: Eastabrook Architects Limited, Kent House, Sheep Street, Stow-on-the-Wold, GL54 1HQ.