

## **General Data Protection Regulation (GDPR)- Effective from May 25<sup>th</sup> 2018**

### **Weaver Khan Architect Privacy Policy**

#### **General**

Privacy of an individuals' data is extremely important to us. As a result of interaction with a client we handle data related to that individual to enable us to effectively do business.

As architects, the level of data collected is only appropriate to the service we provide. We do not process data by sending promotional or marketing information to individuals by email or any other means, and we do not trade or sell data to any third parties.

#### **What information do we collect and retain?**

We only collect data to adequately and efficiently carryout business and communication during our appointment. This is to enable us to communicate through your address, telecommunication or via email.

#### **How to we protect the data?**

Should you engage us, your personal details are retained in our digital job files which are password protected. We also hold current anti-virus software at all times.

Your contact details are not provided to third parties without your consent. Third parties will only be those which are expressly required in order to fulfil our commission. (for example, engineers, contractor and Local Authority Planning and Building Control Departments only where applicable). We expect that these third parties, as part of their own Privacy Policies, will continue to protect your data.

Some third parties, such as Planning Authorities hold your data during processes such as applying for planning permission and it may be possible for this to be viewed in the public domain. We will confirm with a client that providing basic contact detail is acceptable before submitting applications to the Local Authority or Private Building Inspector.

Data of an individual is not stored on our website. Project images to be used on our website will firstly seek the permission by the client. No detail connecting the clients' details to the image will be made. Paper copies of drawings and letters related to the project are stored in Job files in lockable stores.

#### **How long do we retain your Data?**

We only retain your data for a long as is required in order to complete our commission with you or to satisfy any legal requirement such as accounting or Professional Indemnity purposes. (for example we are currently required to retain accountancy documentation for a period of 10 years and Professional Indemnity period of 6 years).

You have the right to request us to delete your personal data we hold about you in certain circumstances.

### **Complaints & your rights.**

Our company details are found at the head and base of this privacy policy document, including company registration number. You have the right to access your personal data and to restrict how your data is processed.

We will endeavour to keep your data up to date and accurate, so therefore from to time we may ask you to confirm these details.

Should you feel aggrieved and wish to complain about how we process your data, you can do so to the following; however we would be grateful if you could contact us to see if we can resolve it for you first:

<https://ico.org.uk/concerns/>

0303 123 1113

Information Commissioners Office

Wycliffe House

Water Lake

Wilmslow

Cheship

SK9 5AF

This policy will be reviewed annually.