

## **DATA PROTECTION & PRIVACY POLICY**

**May 2018**  
Rev0

For the purposes of the General Data Protection Regulation ("GDPR") and UK data protection laws, the controller is Roger Harrison Architecture Ltd at 30 Abbey Road, West Bridgford, Nottingham, NG2 5NF.

### **About this document**

This privacy policy sets out the way we process your personal data and we've created this privacy policy to make sure you are aware of how we use your data as a client / consultant / contractor or supplier.

### **How we collect your information**

We may collect your personal data in a few limited ways, namely:

- Directly from you, when you contact us about a project;
- From someone else who has provided details on your behalf in relation to a project (for example a client may ask us to contact other consultants on a project);

### **The types of information we collect**

We may collect the following types of personal data about you:

- Contact and communications information, including your contact details (including email address(es), telephone numbers and postal address(es) and records of communications and interactions we have had with you);
- Financial information, only in cases where we are making payments to you;

We may also collect data about your health or medical conditions, where you have volunteered this information in relation to special needs relating to a project, for example so that we can cater for you when designing your project.

### **How we use personal data**

Personal data provided to us will be used for the purposes set out at the time of collection and, where relevant, in accordance with any preferences you express.

More generally, we will use your personal data for the following purposes:

- Administration of your project, including:
  - informing you about progress of the project;
  - taking payment of fees;
- Undertaking your project;
- Storing your details as required for our contractual, legal and insurance requirements;

## **Your marketing preferences**

We will always respect your wishes in respect of what type of communications you want to receive from us and how you want to receive them. There are some communications, however, that we need to send you regardless of your marketing preferences in order for us to fulfil our contractual obligations to you. Examples of these essential service communications are:

- Copies of project documentation as set out in our appointment documents.

You are in control of how we communicate with you. You can update your choices and/or your contact details by contacting us at:

Email: [studio@rharrison.co.uk](mailto:studio@rharrison.co.uk)

## **Sharing your information with others**

We do not sell your personal data to other organisations. We do not share your personal data for other organisations to use other than as set out below.

Personal data collected and processed by us may be shared with the following third parties, where necessary:

- Our employees, for the purposes of administering your project.
- Consultants appointed by you on your project.
- Contractors / suppliers agreed with you on your project
- The Local Authority for your project for the purposes of administering your project.
- The police in cases of a legitimate request.

## **How long your information is kept**

We keep your personal data only for as long as necessary for each purpose we use it. For most client

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data, this means we retain it for so long as your project is ongoing and for a period of nine years after your last interaction with us (for accounting, insurance, tax reporting and record-keeping purposes). On specific projects the long stop date for keeping records is significantly longer and may extend to 15 years after completion of a project.

## Your rights

Under certain circumstances, by law you have the right to:

- Request access to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
- Request correction of the personal data that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have exercised your right to object to processing (see below).
- Object to processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal data for direct marketing purposes.
- Request the restriction of processing of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it. You can also withdraw your consent, where this is the basis for our processing your data (without affecting the lawfulness of our previous processing based on consent).
- Request the transfer of your personal data to another party.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply.

## Contact and complaints

If you have any queries about this privacy policy or how we process your personal data, or if you wish to exercise any of your legal rights, you may contact us by email: [studio@rharrison.co.uk](mailto:studio@rharrison.co.uk)

If you are not satisfied with how we are processing your personal data, you can make a complaint to the Information Commissioner. You can find out more about your rights under applicable data protection laws from the Information Commissioner's Office website: [www.ico.org.uk](http://www.ico.org.uk).