

ArchitecturePLB considers the protection of personal information we may collect and process from our business contacts, including our clients (current and future), consultants, contractors, suppliers, from our website or visitors to our studios and other individuals we have a business relationship with, to be of upmost importance.

Our privacy notice sets out how we collect, process and secure this information. It also details how we fulfill our obligations under the General Data Protection Regulation (GDPR).

## Definitions

Personal data- is any information that relates to a living individual who can be identified from that information, either directly or indirectly. This could be a name, IP address or a cookie identifier. Processing- is any operation or set of operations on that data, including collecting, storing, amending, disclosing, retrieving or destroying it.

## What information do we collect?

We collect information about our business contacts and process it using our data management systems. Information collected may include:

- Name
- Employer name and address
- Professional information such as job title / professional experience and qualifications
- Phone number
- Email address
- Other business contact details
- Photographic Images for office or project promotion
- Sensitive information if provided to us such as access requirements, dietary requirements when visiting our premises or attending an event

## Why do we collect personal data?

When we collect personal information from our business contacts it will be used for the following purposes:

- To maintain commercial relations with you.
- To administer and manage our contractual obligations and services to or from you.
- To understand your service and/or project needs.
- To manage and develop our business and operations.
- To meet legal and regulatory requirements.
- To notify you of changes to our services. To recommend your product or service to relevant contacts within the industry.
- To invite you to appropriate business events.

We will only use your personal information for the above purposes. If we intend to use your personal information for a purpose other than those above, we will seek your express consent

## How is personal data collected?

Your personal data may be collected through a number of means including the following:

- Via our website . You can visit our website without providing any personal information, however we may automatically collect IP addresses, information about your visit and how you use our website.
- Through the provision of our services to you.
- During the course of our dealings with you.
- Visiting our studios. When visiting our studios for meetings or events, you will be asked to provide your name and company you work for. This information is held for health & safety reasons.
- when you subscribe to our email newsletter via a "Mailchimp" signup form. You can unsubscribe at any time.

We provide guest access to the internet while you are in our office. It is securely configured to separate our corporate data from your internet browsing. As a guest you will be asked to logon with a password that will grant you access to browse the internet only. We do not store any information about your connection or the sites you visit.

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## Website Cookies

Our website uses cookies to better the users experience while visiting the website. Cookies are small files saved to the user's computers hard drive that track, save and store information about the user's interactions and usage of the website. This allows the website, through its server to provide the users with a tailored experience within this website. Users are advised that if they wish to deny the use and saving of cookies from this website on to their computer's hard drive they should take necessary steps within their web browsers security settings to block all cookies from this website and its external serving vendors.

Our website uses tracking software to monitor its visitors to better understand how they use it. This software is provided by Google Analytics which uses cookies to track visitor usage. The software will save a cookie to your computer's hard drive in order to track and monitor your engagement and usage of the website, but will not store, save or collect personal information. You can read Google's Privacy Policy here for further information: <http://www.google.com/privacy.html>

## Who has access to data?

We may share your personal data with those employees, agents, contractors, consultants and other third parties who have a legitimate business requirement to hold such data.  
How do we protect your data?

We take the security of your data very seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by the relevant employees of the organisation in the proper performance of their duties.

Where we engage third parties to process personal data on our behalf such parties do so on the basis of written instructions under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

International data transfers- we will take all reasonable necessary steps to ensure that data is treated securely in accordance with this policy and no transfer of personal data will take place to an organisation or a country unless there are adequate controls in place, including the security of data and other personal information.

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## How long do we keep your data?

The information we use for communicating with you is kept on an ongoing basis for as long as we need to fulfil the purpose we collected it for. This will include satisfying any legal, statutory and reporting requirements and have a business relationship with you or we believe there is a legitimate interest.

## What are your rights?

If at any point you believe that the personal information we hold on you is incorrect, you want us to correct or delete that information, or you no longer want us to hold that information or contact you, you can exercise your rights under the current Data Protection laws.

You have a number of rights relating to the personal data we hold. You can:

- Request access to your personal data
- Request correction of your personal data
- Request erasure of your personal data
- Object to processing of your personal data
- Request restriction of processing your personal data
- Request transfer of your personal data
- Right to withdraw consent

If you wish to exercise any of the rights set out above, please contact us using the contact details given below.

## Data breaches and reporting

If we discover that there has been a breach of personal data that poses a risk to the rights and freedoms of individuals, we will report it to the Information Commissioner within 72 hours of discovery.

If the breach is likely to result in a high risk to the rights and freedoms of individuals, we will advise the data subject that there has been a breach without undue delay.

We will record all data breaches regardless of their effect.

## Further information

We have appointed Paul Phasey as the person with responsibility for data protection compliance within the practice. Questions about this notice, or requests for further information, should be directed to Paul Phasey at [paulphasey@architectureplb.com](mailto:paulphasey@architectureplb.com) or by post to ArchitecturePLB, Sunley House 46 Jewry Street Winchester SO23 8RY

Signed:

Paul Phasey, Director

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## Related Practices and procedures that support this policy

1008\_REF\_000018\_Employee Privacy Policy  
1008\_REF\_000017\_Recruitment Privacy Policy

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## Review date:

Date	Description	Signed
06.12.2018	Rev.A	RS
24.02.2022	Rev B . Address update	RS
03.03.2023	Rev C- Review and director change	PC
05.04.2023	Rev D- Review and remove reference to Rachel Shaw	PP