

Privacy Notice

This notice explains how we use your personal data, how it is collected, how it is held, and how it is processed.

General

We understand the importance of your privacy and we appreciate that you care about how your personal data is used. We value the privacy of all those with whom we correspond and will only obtain and utilise personal data in ways that are described here, and in a manner that is consistent with our obligations and your rights under the law. This privacy policy covers our office database and website only. If you have any cause for complaint about our use of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office.

Personal Data

We may collect some or all of the following personal data in the course of carrying out our professional services as architects: Name, Date of birth, Gender, Address, Email address, Telephone number, Business name, Job title, Bank details, Information about your lifestyle, habits, preferences and interests that relate to your brief for architectural services, Information about your organisation or business that relates to your brief for architectural services, Information about credit, financial arrangements and property ownership.

Use

Information collected about you is used only for the provision of our services. This information is not used for any other purpose. We may use data in the following ways: In emails and letters; In a project brief; On architectural drawings, specifications and construction contracts; In digital models; In visualisations; In reports and other project documents; In applications to statutory authorities.

With your express permission and/or where permitted by law, we might use your personal data for marketing purposes, which may include contacting you by email, telephone and/or post with information and news. Occasionally, with your permission, we may publish location data and site addresses on our website as part of our online portfolio.

Third parties

We will not disclose your personal data to third parties unless you have given consent, or we are required to do so for the purposes of delivering the project under the terms of our appointment with you.

Links to other websites

Our website contains links to external websites which are not covered by this privacy statement.

Storage

Data is stored in paper form in project files, on our password-protected server at our secure offices and encrypted in off-site digital storage provided by a third party. We may retain personal data on our system indefinitely for the purposes of record keeping in accordance with our obligations under the ARB Code of Conduct and the terms of our appointment.

Right to information

You may request access to the personal data that we hold or request that your personal data is removed from our system. Requests must be made in writing to the address below.

Changes to the data protection declaration

We reserve the right to change this privacy statement at any time in accordance with applicable data protection laws.

Contact

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