

POL 014 PRIVACY NOTICE

Shaw & Jagger Architects Ltd is committed to protecting your personal data when you use our services. This document outlines what information we may collect from you, how we use and store that data, and states the legal basis for this.

What information we may collect about you

- We do not collect personal information via our website.
- If you contact us, we may keep a record of that correspondence including email and phone conversations.

Legal basis for processing your personal data

Our lawful basis for processing your personal data under Article 6 of the General Data Protection Regulations (GDPR) is that this is required for the legitimate purposes of running our business including in the performance of a contract with you, in taking steps to enter into a contract, or marketing purposes.

Use of personal information

- Information collected about the client is used solely for the provision of our services to that client.
- We may include personal data including names and addresses on drawings, models, visualisations, emails, letters etc when working on a project.
- We will not disclose information about our clients to third parties unless the client has first given consent.
- We may disclose personal information to third parties if required to do so by legal or regulatory obligation or to enforce our terms and conditions or other agreements.
- We do not generally transfer personal data outside the EEA unless on a particular project a team member is based outside of the EEA in which case information may be shared for communication purposes only.

Data storage

We store both physical and electronic data at our offices and electronic data is backed up via a third party provider.

How long we keep your personal information

We keep personal data no longer than reasonably necessary but this may be for a period of 12 or 6 years after the end of the contract with you to allow us to respond to any legal claim or similar.

Your consent

You are under no statutory or contractual requirement to provide us with your personal data but failure to do so will reduce the effectiveness of our service and prevent communication with you. You may request details of personal information which we hold about you under the Data Protection Act 1988 by writing to us at **Shaw & Jagger Architects Ltd, 1 Cardale Park, Beckwith Head Road, Harrogate, HG3 1RY**

Changes to our privacy policy

If we decide to change our privacy policy, we will amend this document which can be found at www.shawandjagger.com

How to contact us

If you have any questions regarding this privacy policy please contact the office manager at

info@shawandjagger.com

