

Danks Badnell Architects Ltd.

GDPR Privacy Notice

June 2018

DANKSBADNELL
Chartered Architects

Introduction

Danks Badnell Architects Ltd. (hereafter 'us' / 'we') is committed to protecting the privacy of all of its Clients and business associates. This includes the respectful and lawful use of any personal data that could be used to identify those parties in accordance with the General Data Protection Regulation.

The purpose of this Privacy Policy is to clearly and concisely explain:

- the type of data we collect,
- why we collect it,
- how we process it and
- the rights of any individual or organisation whose personal data we retain.

About Us

Danks Badnell Architects Ltd. is a privately owned limited company. We have no parent companies or subsidiaries. We are an RIBA Chartered Practice providing Architectural services to Clients in a number of different sectors of the construction industry.

Contact Details

Any comments or questions can be brought to our attention by the following means:

Post – Danks Badnell Architects Ltd., 3-4 Osborne Mews, Windsor, SL4 3DE

Email – enquiry@danksbadnell.co.uk

Telephone – 01753 859 880

Our GDPR Status

Under current GDPR legislation we are considered a 'data controller'. This simply means that we collect and process various types of personal data as a necessary means to undertake our daily business. We do so responsibly and in accordance with the law.

Examples of Personal Data We Collect

We collect and process various types of personal data including, but not limited to:

- Names and titles of individuals,
- Project site addresses,
- Personal / business postal addresses,
- Personal / business email addresses,
- Personal / business / telephone numbers (including mobile telephone numbers),
- Details of property ownership and / or development history,
- Photographs of sites / properties (these may inadvertently contain information that could be used to identify individuals)

Why We Collect Personal Data

Primarily our only reason for collecting and process personal data is to enable us to carry out the services for which we have been employed. The types of information listed above are necessary in order for us to:

- correspond with our Clients,
- to understand the land / building(s) that they wish to develop and
- to work collaboratively with members of other Professions / Public Authorities as required.

How We Process Personal Data

We can collect and hold personal data in both digital and hard copy formats. Our Clients provide the relevant personal data willingly as they understand that we cannot serve them effectively without it.

Unless specifically agreed otherwise we will contact you by means of any details that have been willingly provided. This could include physical mail, email, telephone, text message, fax or social media.

We do not intend to hold personal data for any longer than is necessary. It should be noted that contractual stipulations may mean that data needs to be kept for up to 12 years after the completion of a project.

Legal Rights of Data Subjects

'Data subjects' are those individuals or bodies whose personal data is held by others.

The GDPR legislation provides rights for data subjects to object to the use of their personal data as well as rights to access the personal data held by a controller and to have their data records erased.

Any such requests should be made in writing via the contact addresses provided above. It must be noted that whilst we will take any such requests very seriously, our ability to comply may be restricted by other stipulations of the legislation.

Legal Grounds for Processing Personal Data

For Clients:

- We legally process clients' personal data on the grounds of contractual necessity.

For Consultants, contractors etc.:

- We legally process other bodies' personal data on the grounds of legitimate interest.

Security of Personal Data

We will always strive to maintain the security of all private data, both in terms of physical and digital records.

We will not distribute any party's personal data without their prior consent or unless strictly required to do so in order to comply with the law.

It must be noted that certain business activities such as the submission of Planning applications will require the publication of certain personal data. This is unavoidable.

We will not use personal contact details to distribute unsolicited marketing information.

We never sell personal data to third parties.

Queries

Any queries about the content of this Notice can be brought to our attention via the contact details provided above.