

PEDDER AND SCAMPTON ARCHITECTS LTD

PRIVACY POLICY

This is the Privacy policy of Pedder & Scampton Architects Ltd for those using our website and our existing and potential clients and consultants.

Topics

- What information do we collect about you
- How will we use the information about you
- Marketing
- Access to your information and correction
- Changes to our privacy policy
- How to contact us

What information do we collect about you

We collect information about you when you contact us to discuss a potential project or potentially working on a project as part of the professional team. We may add to this information as the project progresses. Information will include your name, address, contact details and where agreed with consultants, your Bank payment details.

How we will use the information about you

We collect and store information about you in order to provide you with an architectural service as is necessary to carry out our legitimate interests, to comply with any legal requirements or to keep in contact with you will require our services/would like to work with us on projects in the future.

We will keep and use the information to enable us to run the business and manage our relationship with you effectively, lawfully and appropriately.

Pedder & Scampton will not share your information for marketing purposes with companies outside Pedder & Scampton other than your appointed professional team on the project.

We will share your information with third parties (such as specialist consultants) only so far as is necessary to progress your project.

In processing the initial service & fee proposal and appointment stages we may send your details to and also use information from credit reference agencies and fraud prevention agencies.

Retention of personal information

We will retain personal information for as long as legitimately necessary given the type of data. This will be until 12 years after completion of your project/our association with your project unless you request your information be deleted at an earlier date.

Where we have a formal Appointment agreement with you these Privacy terms will be included and agreed with you prior to signature.

For general enquiries, personal information will be deleted/destroyed after one year unless agreed otherwise with you.

Marketing

From time to time we may send you information about our practice which may be of interest to you.

We may also request you act as a reference for future clients but would only do this following a written request from us.

Please advise us if you no longer wish to be contacted for marketing and references and we will note this on our database.

You have a right to request us to stop contacting you for marketing purposes at any time. Our Appointment terms, unless specifically amended by agreement between us to the contrary, include our using information and photographs of projects for promotional documents and project proposal purposes. We will not use your name or details of the address without requesting your permission first.

Access to you information and correction

You have the right to request a copy of the information we hold about you. If you would like a copy please email us on one of the email addresses below.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information that you think is inaccurate.

Changes to our Privacy policy

We keep this policy under regular review and will place any updates on this web page.

How to contact us

Please contact us if you have any questions about our Privacy policy or wish to update/request deletion of information we hold about you:

By email: helen@pedderscampton.com or gill@pedderscampton.com

By letter: Pedder & Scampton Architects, United House, North Road, London N7 9DP

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