

PEDDER AND SCAMPTON ARCHITECTS LTD

PRIVACY POLICY

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

Topics

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What information do we collect about you

We collect information about you when you contact us to discuss a potential project, possibilities for working on our projects as part of the professional team, opportunities to supply us or our projects with goods and services etc.. We may add to this information as the project progresses. Information will include your name, address, contact details and if required bank details for payments. On occasion we may take progress photographs or photographs of completed projects when you are present – please let us know if you do not want to be in the shots.

How we will use the information about you

We collect and store information about you in order to provide an architectural service as is necessary to carry out our legitimate interests, to comply with any legal requirements and to keep in contact with you in case you should require our services/would like to work with us on projects in the future and so we can provide you with information that you might find useful.

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 with

your appointed professional team on the project unless we have your explicit consent to do so.

Pedder & Scampton will not publish photographs with you in them without your consent (for example on social media, our website, awards entries).

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.

How do we protect your information

All of our databases and our email accounts are protected with systems set up by our IT specialist consultant and include two factor authentication for remote access.

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 you would only be contacted by them 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 or photographs with you in them without requesting your permission first.

Access to your 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 or to remove all personal information about you once it is no longer required for us to provide our services on a project. Again please email us on one of the email addresses below.

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

September 2022