

PRIVACY STATEMENT

Architecture and Partners LLP is committed to ensuring the privacy of its clients and contractors. This policy sets out how Architecture and Partners LLP uses and protects any information disclosed when using our services, including our website.

The use of personal information is in accordance with the General Data Protection Regulation (GDPR). Architecture and Partners LLP are the controllers of personal data as part of the services the practice provides.

Personal Data Collected

- **Names**
- **Addresses**
- **Email addresses**
- **Telephone numbers**
- **Geolocation Data (Geographical coordinates, location maps, Ordnance Survey Data, etc.)**
- **Land Registry Titles and Maps**

The Use of Data

- **In emails and letters**
- **In project briefs**
- **On drawings (physical and digital)**
- **In models on common data environments**
- **In visualisations**
- **In strategy documents**
- **Planning, Design and Construction related documents, e.g. Planning, Heritage, and Design and Access Statements**
- **Contractor related data, such as Health & Safety Licences, Membership of Registration Boards, Insurance and financial information**

The Storage of Data

- **Digital storage in computer hardware**
- **Card index for contact details**
- **Paper copies in the form of Project Folders**

Architecture and Partners LLP only sends information about its services if requested by a potential client.

We do not disclose information regarding our clients to third parties unless the client has first given their consent.

The information collected about our clients is only used for the provision of our services to the same. It is not used for any other purpose.

Our Commitment to Data Protection

- **The collected data is processed in a transparent manner and for specified, explicit and legitimate purposes, such as contract agreements for architectural or surveying services.**
- **Our records are accurate and up to date to the best of our knowledge.**

- **The data we use is processed in a manner which ensures the security, protection against unauthorised or unlawful processing, accidental loss, destruction and damage by means of appropriate technical and organisation measures.**
- **Drawings, information, client data and correspondence are retained for a minimum of 6 years after the completion of a project as required by law. Paper copies are destroyed thereafter, electronic copies archived.**

This Privacy Policy by Architecture and Partners LLP is based on the guidelines for the GDPR (General Protection Regulation) by the Information Commissioner's Office (ICO).