

## **LA Hally Architect Privacy policy**

We are committed to protecting and respecting your privacy. This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us.

Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it. By providing personal data to us, you are accepting and consenting to the practices described in this policy and our conditions of appointment.

### Personal information we collect

We may collect and process the following data about you:

- Information you give us  
You may give us information about you by corresponding with us by phone, email, or in person providing information about you and your project. The information you give us may include your name, address, email address and phone number and information about your project.
- Information we receive from other sources.  
We work with third parties such as building firms. We may receive information about you from them as part of the work they carry out.

### How we use personal information

We never sell personal information about you.

Depending on how you engage with us, we may use your information:

- To deliver agreed products and services to you, as per our RIBA agreement and fee proposal, e.g. during tendering, filling out a planning application etc.
- To keep you informed about some of our important news, i.e. if we are participating in an event that may interest you, or want to let you know about a publication.
- To send you a festive greeting.

### Legal bases

Our legal bases for processing your personal information are:

- Consent you have given.
- Processing necessary for the performance of a contract with you.

### Disclosures

We may share your information with selected third parties including, but not limited to:

- Builders, Structural Engineers, Surveyors, sub-contractors and suppliers

for the performance of our contract with you, or any contract you enter into with them.

Additionally we may disclose your personal information to third parties:

- If we are under a duty to disclose or share your personal data in order to comply with any legal obligation.
- To protect the rights, property, or safety of LA Hally Architect, our customers, or others.

This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

### Where we store your personal data

The data that we collect is transferred to, and stored on, servers both within our office and hosted externally, under contract by a third party. Additionally, data is backed up to a company controlled server off site. Paper copies are archived in a location away from the office. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

Unfortunately, the transmission of information via the Internet is not always completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data whilst being transmitted to us; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

We endeavor to take all reasonable steps to protect the personal information we hold. All the data collected by us is stored using an appropriate level of security.

### Personal data and your rights

You have a number of rights surrounding your information that we hold. These rights include access to your data, having inaccuracies corrected, having information erased, objecting to direct marketing, restricting the processing of your information (including automated decision-making) and restricting data portability. If you wish to exercise any of these rights, please contact us at any time to arrange. You can also unsubscribe from our marketing using the instructions provided in each contact.

In line with RIBA recommendation, we generally keep data regarding your project on file for 6 years after the completion of a project.

### Changes to this Privacy Policy

We may make changes to this Privacy Policy from time to time, you can check this document for changes at any time. Should our privacy policy change whilst we hold your data, we will contact you to inform you of the change.

LA Hally Architect Privacy Policy, updated 30<sup>th</sup> April 30, 2018.