

PR!VACY STATEMENT

Type /date	01 st Jan 2024		
Author	Ben Smith	X	Director - Batterham Smith Architects
Checker	George Batterham	X	Director - Batterham Smith Architects
Distribution	On file		

item	notes	action
1.0	<p>Summary This document outlines Batterham Smith Architect's Privacy Policy. A client's right to privacy and the Personal Data held on file is taken very seriously by all directors and employees at Batterham Smith Architects. Your data will never be sold on to others, and we are fully aware of our roles and obligations under the core principles of the General Data Protection Regulation (GDPR) and Data Protection Act (2018) relating to:</p> <ul style="list-style-type: none"> • Lawfulness, fairness and transparency • Purpose Limitation • Data minimisation • Accuracy • Storage Limitation • Integrity and Confidentiality • Accountability <p>This Privacy Notice explains how and why we hold personal data, and any purposes that this data may be utilised.</p>	
1.1	<p>Personal data As an architectural company, Batterham Smith Architects holds on file contact details of individuals and companies who we have worked with in the past, are currently working with or intend to work with in the near future. This comprises clients, consultants, suppliers, contractors, Local Authorities or other relevant bodies that are necessary to be in contact with in the course of running a project. In addition, clients or other individuals may contact us by email through our website or through interactive input forms through limited advertisements and features. Information such as name, email, phone number, address and project description are prompted for input and will be held so long as is necessary to progress the enquiry.</p>	
1.2	<p>Method of Holding information Contact information is generally held in the form of a project specific contact list and includes addresses, telephone numbers and email addresses of relevant parties. Where contact information is not project specific, it is held in a possible project contact list. The information is stored on a secure server and is not released to third parties (See exemptions below).</p>	
1.3	<p>Type & Use of Personal information By its nature the majority of contact information held is business related contact information, however personal contact information for private clients is by necessity held on file. Personal data held is limited to addresses, landline and mobile telephone numbers and email addresses only. No unnecessary personal data is held ensuring that all data held is adequate, relevant and limited. All inaccurate or redundant information will be updated or deleted periodically. Time limits for the holding of information is outlined below. This information will be held initially on an active server and in due course transferred to an archive server. By necessity where a contract has been administered by Batterham Smith Architects, the information is required to be held for six years if the administered contract is executed under hand, and twelve years if the contract is executed under deed. This information will not be transferred to third parties and will be deleted upon request after the contract period.</p>	
1.4	<p>Security and Accountability Batterham Smith Architects use best practice cybersecurity measures overseen by an independent IT consultant. The system is regularly monitored and kept up to date. Accountability is achieved through ongoing review of measures and compliance by Directors, Ben Smith and George Batterham.</p>	
1.5	<p>Additional Sensitive Information We believe that taking and distributing photographs of projects and publishing design drawings, or internal plans is sensitive and will be treated carefully and with regard to all personal security or safeguarding issues. Agreement for use of this information will be secured with the relevant person (client) by email or letter. The address of the projects will not be published alongside the images unless agreed. Bank Details – Any bank detail information held on file will be used only for the specific purpose necessary to process or receive payment and will be deleted once that use is completed.</p>	

item	notes	action
1.6	<p>Third Party Use Instances where personal information may be released into the public domain</p> <ul style="list-style-type: none"> • Planning and building regulation applications – By necessity some client’s personal data including address, mobile and landline telephone and email addresses is entered onto planning and building regulation forms. This information is preferred to ensure a smooth running application. We rely on local authorities to delete or hide personal telephone and email addresses when this information is uploaded into the public domain. • Project contact list - During a live project a contact list is often distributed to all parties involved. This is necessary to ensure the smooth running of the project. Any concerns with individuals not wishing personal data to be distributed in this fashion will be dealt with on an individual basis. 	
1.7	<p>Signed: Ben Smith (director)</p> 	