

## DATA PRIVACY NOTICE

### 1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR"). This comes into force on 25<sup>th</sup> May 2018.

### 2. Who we are?

PKA Architects Ltd. is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

### 3. How do we process your personal data?

PKA Architects Ltd. complies with its obligations under the "GDPR" by keeping personal data up to date: by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

#### Clients

We use your personal data, including name, address, telephone numbers and email address(es) in both electronic and paper form, for the following purposes:-

- To act as your Architect
- To consult and liaise with relevant Third Parties, such as Consultants and the Local Authority, etc. To facilitate this your contact details may need to be passed on.
- We do not record any details relating to your bank account. If we receive a cheque from you we may record the cheque number if it relates to a Planning fee to the Local Planning Authority. We do not store details of your bank details (Sort Code or Account number).

#### Employees

We use your personal data, including name, address, telephone numbers and email address(es); and bank details, in both electronic and paper form, for the following purposes:-

- To manage our duties as employer, including contacting you with relation to your work, and the payment of your salary.
- To maintain our own accounts and records.

### 4. What is the legal basis for processing your personal data?

- Consent of the data subject upon appointment – data often given at initial meeting, consent implied in an email instruction or given in written contract.
- Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering a contract.
- Processing is necessary for compliance with a legal obligation to which the controller is subject.

### 5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with third parties in order to carry out our professional duties. –see above.

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## **6. How long do we keep your personal data?**

We keep your personal data for no longer than reasonably necessary and we only retain your data for the following purposes and use the following criteria to determine how long to retain your personal data:-

- For paper records – for our records while your project(s) is/are ongoing, and for a period of 17 years following the completion of your final project, as recommended by the RIBA and our insurers.
- For electronic records – indefinitely, stored on a hard drive and back-up discs. We would only contact you again, following completion of your project, in exceptional circumstances.
- For bank details – while you continue to be an employee and for a period of 7 years following the end of your contract.

## **7. Your rights and your personal data**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:-

- The right to request a copy of your personal data which PKA Architects Ltd. holds about you.
- The right to request that PKA Architects Ltd. corrects any personal data if it is found to be inaccurate or out of date.
- The right to request your personal data is erased where it is no longer necessary for PKA Architects Ltd. to retain such data.
- The right to withdraw your consent to the processing at any time.
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller where applicable.
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing.
- The right to lodge a complaint with the Information Commissioners Office.

## **8. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

## **9. Contact Details**

To exercise all relevant rights, queries or complaint please in the first instance contact the Practice Manager at PKA Architects at [clare@pka-architects.com](mailto:clare@pka-architects.com).

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Our ICO No. is A826065.