

# ADP



Architectural Design & Plan

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## **Important Information Privacy Policy – GDPR (General data protection regulations)**

### **Architectural Design & Plan**

This privacy policy sets out how we use and protect any information that you give to us when using our services. We are committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using ADP, then you can be assured that it will only be used in accordance with known legitimate interests for project purposes as you the 'client' are commissioning ADP to process data in order to deliver the project.

#### **What we collect**

As part of our project work personal data Information you give us by completing an physical form, or via all forms of electronic communication including email, social media, telephone, surveys, website and collecting data face to face during a meeting such as:

- Full first & last name
- Full postal address
- Email addresses
- Contact numbers
- Geolocation data
- Photograph images before/during/after of property

#### **What we do with the information we collect**

The information we collect will be used under 'legitimate interests' for the progress and completion of our services. We might process your data in the following ways:

- In emails and letters to local authorities such as:
  - Planning departments,
  - Building Control,
  - Utility companies.
- Third parties such as:
  - Structural engineers,
  - Party wall surveyors,
  - Soil investigation,
  - SAP assessors,
  - BRE assessors,
  - CML certified surveyor inspector,
  - CDM consultant.
- Completed projects showcased on our website (formal consent sort)

This data may be also in the form of a project brief, on drawings (physical and PDF/other digital media), visualisations etc. All data relating to any third party involvement will be confirmed prior to commencement. Following completion we recommend that all drawings, models, information, data and correspondence should be retained from initial contact with you through to the end of

the limitation period (6 or 12 years post contract/practical completion) and any limitation extension.

### **Security**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

### **Links to other websites**

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

### **Controlling your personal information**

You may choose to restrict the collection or use of your personal information in the following ways:

- If you have previously agreed to us using your personal information for purposes outlined above, you may change your mind at any time by emailing or by calling us.
- We will not share any of your contact information with any other parties without your prior consent.
- You may request details of personal information which we hold about you under the Data Protection Act 1998. If you would like a copy of the information held on you please write to Architectural Design & Plan, 21 Grange Road, Runwell, Wickford, Essex, SS11 7LZ.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.

**If you find it satisfactory for us to retain your personal data please confirm by signing and dating your name and address below.**

**Client Name:**

**Client address:**

**Project address:**

**Client signature:**

**Date:**