

Montgomery Architects Ltd.

PRIVACY POLICY

This privacy policy sets out how Montgomery Architects Ltd uses and protects any information that you give or is collected by Montgomery Architects Ltd about you is used and managed. This privacy statement aims to give you a clear view of how we use personal information that you provide, our dedication to protecting it, your rights and the options you have to control your personal information and protect your privacy.

Personal information collected and how

The directors and members of staff employed by Montgomery Architects Ltd control the processing of any personal information collected through information you may have provided by letter, e-mail or verbally by telephone or from visits to our office, which may then be stored within our internal Management Information System.

The type of information collected and retained by the practice includes personal information including sensitive information about:

- Clients
- Job applicants
- Staff members
- Contractors and other people who come into contact with the practice.

Personal information personally provided

The practice collects personal information held about an individual by way of forms filled out, face-to-face meetings and interviews, telephone calls and emails.

How we share your personal information

We treat your personal information with care and confidentiality and do not share it with third parties other than as set out below. We will share your personal information as necessary and **only for the purposes and on the lawful grounds described below** with the various third parties who process your personal information on our behalf.

With Clients

As we have described above, your personal data may be discussed verbally or via email/letter with our Clients, particularly when arranging an appointment to meet them to inspect the business and/or premises.

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With Credit Reference Agencies for Identity Checks

In compliance with Anti-Money Laundering Regulations and Anti-Terrorism Legislation we obtain specific information from both Clients to undertake these identity checks. This would include full names, addresses (covering five years), date of birth, home telephone number, and a form of supporting identity documentation which would usually be a photo driving licence or passport.

With Social Networks

We will not share your data with any social networks.

Legal and Law Enforcement

Montgomery Architects Ltd will disclose personal information where required by law or legal process, for the administration of justice, to protect your vital interest, for investigations by law enforcement or regulatory bodies, to protect and defend Montgomery Architects Ltd property and legal rights, to protect the personal safety of Montgomery Architects Ltd website or by order of a valid injunction from a court or law enforcement agency.

With your Consent

We will not share your personal information with other third parties different from those described above. In the event that we are required to supply your data to third parties by applicable law, we will obtain your consent to share your personal information in this way.

How we protect your personal information

We are committed to protecting your personal information and implement appropriate technical and organisational security measures to protect it against any unauthorised or unlawful processing and against any accidental loss, destruction, or damage.

Retaining your personal information

For Clients, data will be held until we are specifically instructed in writing to remove it from our records, subject to data being held for a minimum of seven years. The following are examples to illustrate how Montgomery Architects Ltd keeps your personal information for as long as necessary for a particular purpose:

- we may keep your personal information collected during a project for as long as required by tax laws (seven years in the United Kingdom);
- we may keep your personal information for a shorter period if you ask us to delete your personal information. In such an instance Montgomery Architects Ltd will aim to delete your personal information within a maximum period of one month from the date of the request, subject to the minimum retention periods as described above.

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International Transfers of your Personal Information

We store and process your personal information in the European Union. This personal information is not transferred outside of the European Economic Area ("EEA") to a country not regarded under European Law as providing the same level of data protection as the country in which you normally use our products and/or services, being the United Kingdom.

Information about children

We do not intentionally collect personal information about children under the age of 16. If we become aware that we have inadvertently collected personal information about children under the age of 16 we will take steps to delete the information as soon as possible, except where we are required by applicable law to keep it.

Where we know a child is above the age of 16, but considered a minor under applicable law, we will obtain parental/guardian consent prior to using that child's personal information.

Your rights in relation to your Personal Information

Fair play and transparency are important to us. We are open about the personal information we collect and have implemented mechanisms to enable you to exercise any rights you might have with respect to your personal information.

Changes to this policy

Montgomery Architects Ltd has pledged to adhere to the fundamental principles of privacy and data protection. We therefore regularly review our online privacy statement in order to ensure that it is free of errors and clearly visible on websites, that it contains appropriate information about your rights and our processing activities, and that it is implemented and is compliant with applicable law. We may update this privacy statement from time to time to keep it up to date, to keep pace with new developments and opportunities relating to the Internet and to stay in line with applicable law. If we make significant changes to this privacy statement, we will inform you by posting a notification on our websites along with an updated version of the privacy statement

Contact Information

If you have any questions about our use of your personal information, how to exercise your rights or about our privacy statement, you are welcome to contact us.

Last Updated: 22 May 2018