

GDPR: DATA PRIVACY NOTICE FOR CLIENTS, CONSULTANTS AND SUPPLIERS

Introduction

KWA Architects (Cambridge) Ltd is committed to protecting and respecting your data privacy.

This policy (together with standard terms and conditions and any other documents referred to on it) 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.

The rules on processing of personal data are set out in the General Data Protection Regulation (the "GDPR").

1. Definitions

Data controller – A controller determines the purposes and means of processing personal data.

Data processor – A processor is responsible for processing personal data on behalf of a controller.

Data subject – Natural person

Categories of data: Personal data and special categories of personal data

Personal data – The GDPR applies to 'personal data' meaning any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier (as explained in Article 6 of GDPR). For example name, passport number, home address or private email address. Online identifiers include IP addresses and cookies.

Special categories personal data – The GDPR refers to sensitive personal data as 'special categories of personal data' (as explained in Article 9 of GDPR). The special categories specifically include genetic data, and biometric data where processed to uniquely identify an individual. Other examples include racial and ethnic origin, sexual orientation, health data, trade union membership, political opinions, religious or philosophical beliefs.

Processing – means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

Third party – means a natural or legal person, public authority, agency or body other than the data subject, controller, processor and persons who, under the direct authority of the controller or processor, are authorised to process personal data.

2. Who are we?

KWA Architects (Cambridge) Ltd is the data controller. This means we decide how your personal data is processed and for what purposes. Our contact details are: KWA Architects, Chalk Farm, High Street, Babraham, Cambridge, CB22 3AG, Tel No. 01223 839992. Email: kwa@kwaarchitects.co.uk
For all data matters and for the purposes of this document the data processor is Keith Warth who can be contacted on 01223 839992. email kwa@kwaarchitects.co.uk

3. The purpose(s) of processing your personal data

We use your personal data for the following purposes:

To maintain contact and communication with you during the course of a potential or new project.

To maintain our own records and accounts.

To purchase goods, materials and services from you.

To liaise with contractors, suppliers, consultants and other third parties to deliver your project.

To submit pre-applications, planning applications and building control applications to deliver your project.

4. The categories of personal data concerned

With reference to the categories of personal data described in the definitions section, we process the following categories of your data:

- Personal data may include your name, address, email address, phone number, financial data for payments such as VAT registration and bank details.

We have obtained your personal data from you, your employees or from publicly available data from websites.

5. What is our legal basis for processing your personal data?

a) Personal data (article 6 of GDPR)

Our lawful basis for processing your general personal data:

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| a) Personal data (article 6 of GDPR) | |
| Our lawful basis for processing your general personal data: | |
| Processing necessary for the personal of a contract with the data subject or to take steps to enter into a contract | For the legitimate purposes of running the business – see below |
| Processing necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller | Submission of planning applications, discharge of conditions applications, appeals and building control applications to the relevant public bodies. |
| Processing necessary for the purposes of the legitimate interests of the data controller or a third party, except where such interests are overridden by the interests or fundamental rights or freedoms of the data subject | <ul style="list-style-type: none"> · Contact details of clients and design team members for project contacts and for marketing purposes. · Data used for the purposes of purchasing supplies, materials and services for the legitimate running of the business. |
| b) Special categories of personal data (article 9 of GDPR) | |
| Our lawful basis for processing your special categories of data: | |
| Explicit consent of the data subject | For employees ONLY – see separate Privacy Notices for employees |
| Processing necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement | Consent forms issued and signed by employees |
| Processing necessary for reasons of preventative or occupational medicine, for assessing the working capacity of an employee, medical diagnosis, the provision of health or social care or treatment or management of health or social care systems and services on the basis of EU or Member State law or a contract with a health professional | Consent forms issued and signed by employees |

6. Sharing your personal data

Your personal data will be treated as strictly confidential and will be shared only with directors and HR administrative where necessary, and contact details with members of the design team for project contacts. Where relevant your data will be shared with public bodies to carry out tasks in the public interest, this includes the submission of planning applications, discharge of conditions applications, appeals and building control applications.

7. How long do we keep your personal data?

We keep your personal data for no longer than reasonably necessary, but may be for a period of 12 or 6 years beyond the end of the contract with you. Examples include: in case of any legal claims/complaints, accounting etc., for example for accounting purposes we must keep records for 6 years from the end of the last company financial year they relate to. For contracts under seal details need

to be kept for 12 years for legal purposes. We have conducted a full data audit which sets out retention periods. This is available from KWA offices upon request.

8. Providing us with your personal data

You are under no statutory or contractual requirement or obligation to provide us with your personal data, but failure to do so will have the following consequences: Reduce or prevent communication with you during the contract; delay or prevent payment for goods and services, prevent the necessary applications from being submitted to secure the required consents which may be required to allow your project to proceed.

9. 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 the personal data which we hold about you;
- The right to request that we correct 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 to retain such data;
- The right to withdraw your consent to the processing at any time, WHERE CONSENT WAS YOUR LAWFUL BASIS FOR PROCESSING THE DATA;
- The right to request that we provide you with your personal data and where possible, to transmit that data directly to another data controller (known as the right to data portability), (where applicable, i.e. where the processing is based on consent or is necessary for the performance of a contract with the data subject and where the data controller processes the data by automated means);
- 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 object to the processing of personal data, (where applicable i.e. where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics).

10. Transfer of Data Abroad

We do not generally transfer personal data outside the EEA, unless on a project by project basis the client or main supplier is a company based outside the EEA, in which case project team contact details may be shared with them for communication purposes only.

11. Automated Decision Making

WE DO NOT USE ANY FORM OF AUTOMATED DECISION MAKING IN OUR BUSINESS.

12. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Privacy 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.

13. Changes to our privacy policy

Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by email. Please check back frequently to see any updates or changes to our privacy policy.

14. How to make a complaint

To exercise all relevant rights, queries or complaints please in the first instance contact the data processor who is Meghan Bonner on 01223 839992 email kwa@kwaarchitects.co.uk

If this does not resolve your complaint to your satisfaction, you have the right to lodge a complaint with the [Information Commissioners Office](https://ico.org.uk/global/contact-us/email/) on 03031231113 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, England.