

WARREN ROSING ARCHITECTS PRIVACY NOTICE

Introduction

Warren Rosing Architects, a trading name of Pocket Door Limited, is committed to protecting and respecting your privacy.

This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us when using our website. When visiting our website www.wr-architects.co.uk you are accepting and consenting to the practices described below.

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").

1.0 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.

2.0 Who are we?

Warren Rosing Architects is the trading name of Pocket Door Limited and is the data controller. This means we decide how your personal data is processed and for what purposes. Our contact details are: Warren Rosing Architects, Unit 18A Hillgate Place, 18-20 Balham Hill, London, SW12 9ER, Tel No. 020 7993 8247. Email: info@wr-architects.co.uk.

For all data matters and for the purposes of this document the data processor is Warren Rosing. Tel No. 020 7993 8247. Email: warren@wr-architects.co.uk.

3.0 What type of information we collect

We will collect information in three principle ways:

- Information you give us by completing forms on our website for example when you sign up to our mailing list or apply for a job;
- Information we automatically collect about you when you visit the website using cookies as explained in detail below.
- We may use software tools to measure and collect session information, including page response times, length of visits to certain pages, page interaction information, and methods used to browse away from the page.

4.0 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, new or ongoing project.
- To maintain our own records and accounts.
- To inform you of news, events or activities.
- To purchase goods, materials and services from you.
- To comply with any applicable laws and regulations.

5.0 Sharing your personal data

We will not sell, rent or otherwise distribute any personal information to third parties except in accordance with data protection laws and only use this information for its own internal purposes.

Your personal data will be treated as strictly confidential and will be shared only with directors, HR administrative and finance staff where necessary, and contact details with members of the design team for project contacts.

Our company is hosted on the Wix.com platform. Where Wix.com provides us with an online platform that allows us to sell our products and services to you, your data may be stored through Wix.com's data storage, databases and the general Wix.com applications. They store your data on secure servers behind a firewall.

We do not use any form of automated decision making in our business.

6.0 How do we use Cookies?

Cookies do lots of different jobs, like letting you navigate between pages efficiently, remembering your preferences, and generally improve the user experience. They can also help to ensure that adverts you see online are more relevant to you and your interests.

Use of cookies by Warren Rosing Architects - Within our website cookies are used to facilitate features and functions which improve your browsing experience. They are also used to measure the performance of the site and the ways in which visitors navigate their way around. The below information details the cookies we use, how to prevent these being written and the impact of doing so on your browsing experience.

Disabling/Enabling all cookies - You can accept or decline cookies by modifying the settings in your browser. However, you will not be able to use all the interactive features of the site if cookies are disabled. Most recent web browsers allow control over the cookies saved through the browser settings. To find out more about cookies, including how to see what cookies have been set and how to manage and delete them, visit www.allaboutcookies.org.

7.0 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).

8.0 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.

9.0 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.

10.0 Questions and Contact Information

To exercise all relevant rights, queries or complaints please in the first instance contact us. Tel No. 020 7993 8247. Email: info@wr-architects.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 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.