

## PERSONAL DATA PRIVACY AND SECURITY

Ecotecture Ecological Design Ltd is committed to protecting and respecting your privacy.

This privacy notice provides information about personal data (information) that we may hold about you.

### 1. Who we are

Ecotecture Ecological Design Ltd collects and uses certain personal information about you in connection with our business as Architects. We are regulated under the General Data Protective Regulation which applies across the European Union (including in the United Kingdom), for which purpose we are known as the Data Controller.

### 2. Collection of Information

#### **What information do we collect about you?**

We strive to collect only the minimum personal data that we need to deliver any services to you.

The information we collect may differ depending on how we collect it. This data may include:

Your name(s)  
Address  
Telephone number  
Organisation name  
Organisation address  
Job title  
Email address

We may use any information collected for the following:

To provide quotations  
Internal record keeping  
Applications to the Local Council made as agreed on your behalf  
To obtain quotations on your behalf from other service providers  
To invoice you

#### **Access to your information**

You may contact us at any time to check the accuracy of any details that we hold relating to you. If you would like a copy of your personal information, please email [info@ecotecture.co.uk](mailto:info@ecotecture.co.uk) or write to us at: 31 Sussex Road, Haywards Heath, West Sussex, RH16 4DZ.

### **Disclosing Information**

We do not disclose any personal information about you to third parties, without your knowledge and your consent.

#### 3. Retention of personal information

We will only keep your personal information in our records for as long as it is need to fulfil the identified purposes, or as required or permitted by law. Personal information will be destroyed when no longer required.

If you would like your details removed from our database, please unsubscribe at any time by sending an email to [info@ecotecture.co.uk](mailto:info@ecotecture.co.uk)

24<sup>th</sup> May 2018