



GDPR: DATA PRIVACY NOTICE FOR CLIENTS AND SUPPLIERS

Plater Claiborne Architecture + Design is committed to protecting and respecting your privacy. This policy (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?

Plater Claiborne Architecture + Design is the data controller. This means we decide how your personal data is processed and for what purposes. Our contact details are: Plater Claiborne Architecture + Design, The Sail Lofts, Woodrolfe Road, Tollesbury, Essex, CM9 8SE, Tel: 01621 869625, Email: arch@platerclaiborne.com. For all data matters contact Louisa Quilter, Office Manager using the above contact details.

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, ongoing or new project;
- To maintain our own records and accounts;



- To inform you of news, events or activities;
- To purchase goods, materials and services from you.

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, which may include:
 - Contact Details (name, address, telephone number and email address)
 - Financial data (for the purposes of making/receiving payments)
 - Details of property and land ownership (for the purposes of making a planning/building regulations application)
 - Any other information relevant to your project, for example existence of any hidden services, way-leave, easements or covenants which may impact on the design or construction phase of the project.

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

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:

<input type="checkbox"/> Consent of the data subject;	N/A
<input checked="" type="checkbox"/> Processing necessary for the performance of a contract with the data subject or to take steps to enter into a contract	For the legitimate purposes of running a business and delivering a design project for our clients.
<input type="checkbox"/> Processing necessary for compliance with a legal obligation	N/A
<input type="checkbox"/> Processing necessary to protect the vital interests of a data subject or another person	N/A
<input type="checkbox"/> 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	N/A
<input checked="" type="checkbox"/> 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	Contact details of clients and design team members (including sub-contractors). Information used for the purchasing of supplies, materials and services required for the running of the business.

b) Special categories of personal data (article 9 of GDPR)

N/A for clients or suppliers.



More information on lawful processing can be found on the [ICO website](#).

6. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with administrative staff and Architects within Plater Claiborne Architecture + Design and members of the design team working on a project as necessary.

7. How long do we keep your personal data?

We keep your personal data for no longer than reasonably necessary, but this could be for a period of 6-12 years beyond the end of your contract, as per RIBA guidance. Examples include: in case of any legal claims/complaints; accounting etc.

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 reduce or prevent communication with you for the duration of the contract, or delay or prevent payment for goods and services.

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 transfer personal data outside the EEA, unless the client or main supplier is based outside of the EEA, in which case contact details for communication purposes only will be shared.

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 e-mail. 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 our data representative Louisa Quilter (Office Manager) on 01621 869625 or louisa@platerclaiborne.com. 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.

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