

PRIVACY NOTICE

This Privacy Notice explains how we use your data, how long we keep it and our lawful basis for processing it. It also informs you of your individual rights, as required under the General Data Protection Regulation.

How We Use Your Data

As an architectural practice, we hold data that includes personal details (e.g. names, addresses, contact numbers, email addresses, location data etc) that have been supplied by clients, consultants, contractors, suppliers, service providers, and other individuals. This data is used solely as part of the Company's legitimate purpose of providing a service to the client, for tendering purposes and for administrative records.

For more information, please contact our Representative Derek Logue (Director) via the contact details noted below or on our Contact page of this website.

How Long We Keep Data

The length of time we retain data is subject to legal and regulatory rules we must abide by. These are set by authorities such as HMRC and RIBA.

Lawful Bases for Processing Data

These would include the following:

- Direct consent from the individual;
- Necessity to perform a contract;
- Protecting the vital interests of the individual;
- The legal obligations of the organisation;
- Necessity for the public interest;
- The legitimate interests of the organisation.

Note: We do not use your personal data for marketing purposes nor do we use automated decision making, including profiling.

Your Individual Rights

- [To be Informed](#)
Information has been supplied via this Privacy Notice.
- [To Withdraw Consent](#)
Where the basis of our processing your data is based on consent, we respect your right to withdraw consent at any time. Any request must be made either verbally or in writing.
- [Of Access](#)
You have the right to request access to personal data that we currently hold. Such reasonable and proportionate requests will be actioned within one month. If we require further clarification from you, we will pause this time limit until we receive the necessary information. Please note that a request may be refused or charged if it proves to be unfounded or excessive in nature.
- [To Rectification](#)
Any personal data that we hold that proves to be inaccurate will be corrected or deleted without undue delay upon discovery or notification.

- **To Erasure**

You have the right to have your personal data deleted. Any request must be made either verbally or in writing and we will respond within one month to such a request. However, please note that this right is not absolute and only applies in certain circumstances. There are legal obligations we must comply with that would affect this right. For example, there are legal retention periods of project records of 6-12 years post-contract.

- **To Restrict Processing**

You have the right to request the restriction of personal data; however, this is not an absolute right and only applies in certain circumstances. Any request must be made either verbally or in writing and we will respond within one month to such a request. Please note that we can refuse to comply with a request that proves to be unfounded or excessive.

- **To Data Portability**

You have the right to move the personal data you have provided to another service provider. This data will be forwarded in a standard digital format. Please note this only applies to the data you have personally supplied to us. Any such request will be responded to within one month of receipt.

- **To Object**

You have the right to object to the processing of your personal data at any time during the course of a project. If you have any concerns about the way we handle your data, please feel free to contact our Representative, Derek Logue. Our contact details are noted at the bottom of this page and can also be found on the Contact page of this website.

- **To Complain**

If you are unhappy with our response to any request you make, you have the right to complain. Please contact our Representative, Derek Logue, with details of your data protection grievance (via our contact information noted below). Our practice will acknowledge your complaint within 30 days, investigate it without undue delay, keep you informed and promptly report the outcome.

Security of Personal Data

We have procedures and policies in place that ensure the security of all data is maintained to prevent or minimise a Data Breach. If a data breach should occur that is likely to result in a risk to your rights and freedom, we will report it within 72 hours of discovery.

We conduct regular reviews of our Privacy Notice to ensure that it remains accurate and up-to-date.



Managing Director

Date: 9 October 2026