

Privacy notice

Doonan Architects aims to be transparent and provide accessible information to individuals about how their personal data will be used. We take the General Data Protection Regulation (EU) 2016 / 679 ("GDPR") seriously and have updated our privacy notice to provide a clear and concise guidance in this regard.

We operate as Data Controller for the information you provide to us. If you have any questions about the protection of your data, please email us on: mail@doonanarchitects.co.uk

Source of your data

We receive information about you from you.
We do not receive or buy in lists of personal data from other sources.

Security of your data

We have taken all reasonable steps to ensure that we and our Data Processors adapt Industry standard security protection systems to ensure the security of your data.

No personal data is stored in locations other than the EEA.

How we use your information

This privacy notice tells you what to expect when we collect personal information. It applies to information we collect about:

- people who enquire about our services;
- people who use our services;
- people whose services we use; and
- job applicants and our current and former employees.

People who enquire about our services

When you contact us we record this information to help improve efficiency and effectiveness. This information will include your name, your contact details and details of the property or site you wish to us to discuss.

People who use our services

We only collect personal data required to progress your enquiry or fulfill our services with you for example your project or project you have been invited to tender or engaged to work upon. Your data is not used for any other purposes. We have a legitimate basis for collecting this data. Examples of the data we are required to collect are: Name, Address, contact details and details of the property or site you have contracted us to work on.

We may be required to pass on this information to third parties, for example for consultancy or tender purposes. Third parties will be required to deal with your information in line with the General Data Protection Regulation (EU) 2016 / 679 ("GDPR").

People whose services we use

In order to carry out our services we hold information regarding those whose use our services, this information will include your name, organisation and contact details.

Job applicants, current and former employees

In order to assess your suitability for the role you have applied for and to process your application we will require personal information such as name, contact details, previous employment details and education.

What will we do with the information you provide to us?

All of the information you provide during the process will only be used for the purpose of progressing your application to assess your suitability for the role you have applied for.

Your rights

Under the Data Protection Act 1998, you have rights as an individual which you can exercise in relation to the information we hold about you.

Access to personal information

We try to be as open as it can be in terms of giving people access to their personal information. Individuals can find out if we hold any personal information by making a 'subject access request' under the Data Protection Act 1998. If we do hold information about you we will:

- give you a description of it;
- tell you why we are holding it;
- tell you who it could be disclosed to; and
- let you have a copy of the information in an intelligible form.

To make a request for any personal information we may hold you need to put the request in writing to the address provided below.

If you agree, we will try to deal with your request informally, for example by providing you with the specific information you need over the telephone.

If we do hold information about you, you can ask us to correct any mistakes by, once again, contacting us in writing.

Disclosure of personal information

In many circumstances we will not disclose personal data without consent. However when we investigate a complaint, for example, we will need to share personal information with the organisation concerned and with other relevant bodies.

Complaints

We will endeavour to answer all your questions quickly and transparently, however if you are not satisfied you have the right to complain to the Information Commissioners Office (ICO) about our handling of your requests about the protection of your data. Follow the link below to report a concern to the ICO.

<https://ico.org.uk/concerns/>

How to contact us

If you want to request information about our privacy policy you can email us at mail@doonanarchitects.co.uk or write to:

Doonan Architects Ltd, 16 Hallstile Bank, Hexham, NE46 3PQ