

# ■ STUDIO SPICER ARCHITECTS

## Studio Spicer Customer Data Privacy Statement

### Who we are

Studio Spicer Architects Ltd are the data controller and data processor. This data privacy statement sets out what information we hold on you and how we'll use that information. If you would like a copy of our full data protection policy, please e-mail [office@studiospicer.co.uk](mailto:office@studiospicer.co.uk)

### What information we hold

We will hold your personal data to allow us to provide our architectural services and contact you about your project. When asking us to consider working with you we will take your name, current address, home and mobile telephone number and e-mail address so we are able to contact you. We will also take the address of the site you wish us to look at.

### Using your personal data: the legal basis and purpose

We'll process your personal data:

- to perform our contract with you, before you enter into it, to decide whether to enter into it, to manage and perform that contract and to update our records
- to comply with our legal obligations
- based on your consent to disclose your data to other people or organisations such as a surveyor or other professional services company. We will minimise the amount of personal information to what is directly relevant and necessary in order to design your project

### Sharing your data

We may share your personal data with surveyors and or other professional services companies in order to progress your project and they will be required to keep your data secure.

### Marketing

We do not use your personal information for marketing purposes and will not pass your details to any third party for marketing purposes.

### Right of access

You have the right to access, correct or request the deletion of your personal data at any time, but this right is determined by applicable law.

We will retain your personal information for as long as necessary to provide the services you have requested or for other essential purposes such as complying with our legal obligations, currently 6 or 12 years depending on the type of contract we have with you.

We protect your personal data with appropriate technical and organisational measures, including, but not limited to, password protected computers, laptops and mobile phones, locked cabinets, paper shredding and staff training.

We will only use your personal data in relation to your architectural project with Studio Spicer Architects Ltd.

**How to complain**

If you need to make a complaint about Studio Spicer Architects Ltd in relation to your personal data please contact:

The Office Manager  
7 Mansell Street  
Stratford upon Avon  
CV37 6NR  
[office@studiospicer.co.uk](mailto:office@studiospicer.co.uk)  
01789 293452