



J · A · P ARCHITECTS

PRIVACY POLICY

Introduction

First established in 1965 J.A.P. Architects are a chartered partnership registered with the RIBA and the Architects' Registration Board. Based in Clare, Suffolk, we practice as Architects and Development Consultants undertaking projects across a broad spectrum of building & urban design, town planning and rural development.

Our contact details can be found at the bottom of the page.

We are 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").

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 - 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 – This is sensitive 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.

Trevor Lang B.Sc
Lee Frere BA (Hons) Dip. Arch. RIBA

29a High Street, Clare, Sudbury, Suffolk, CO10 8NY
Tel: 01787 279490
e-mail: enquiries@japarchitects.co.uk website: www.japarchitects.co.uk

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.

Who are we?

J.A.P. Architects is the data controller. This means we decide how your personal data is processed and for what purposes. For all data matters contact the Office Manager on: enquiries@japarchitects.co.uk or 01787 279490.

Information we may process about you

With reference to the categories of personal data described in the definitions section, we process the following categories of your data:

Personal data

We may hold personal information including:

- Your name
- Your address
- Your phone numbers
- Your email address

We have obtained your personal data from you directly.

Our lawful basis for processing your general personal data

The processing of information about you is necessary either:

- to fulfil our contractual obligations to you; or to take steps to enter into a contract (Architect's Appointment/Schedule of Services) to keep in contact with you in order to provide you with the information and services that you request from us;
 - because you have asked us to do something before entering into a contract (such as provide a quote).
- or
- because there is a legitimate reason to process the data and as the person whose data is being processed you would reasonably expect the processing. This may be to maintain our accounts and records. For clients, this may be for commercial reasons or in order to obtain the services of a third party.

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

Providing us with your personal data

We require your personal data as it is a requirement necessary to enter into a contract.

Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared as necessary and applicable with third parties who are required to provide services and/or quotations in relation to your project. For example, local authority planning/building control departments, appointed building control service providers, surveyors, structural engineers, planning consultants. This will be with your prior agreement.

Trevor Lang B.Sc
Lee Frere BA (Hons) Dip. Arch. RIBA

29a High Street, Clare, Sudbury, Suffolk, CO10 8NY
Tel: 01787 279490
e-mail: enquiries@japarchitects.co.uk website: www.japarchitects.co.uk

Client contact details must also be provided on local authority planning forms (and similar, completed by J.A.P. Architects).

In addition, basic background information about you as the client may be included as part of a planning application as part of a Design & Access/Heritage Statement e.g. history of a family property, number of children.

How long do we keep your personal data?

We keep your personal data for no longer than reasonably necessary (a period of 15 years is required by our Professional Liability Insurance provider).

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 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);

Transfer of Data Abroad

We do not transfer personal data outside the UK.

Automated Decision Making

We do not use any form of automated decision making in our business.

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.

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.

How to make a complaint

To exercise all relevant rights, queries or complaints please in the first instance contact our Office Manager on 01787 279490 or enquiries@japarchitects.co.uk

If this does not resolve your complaint to your satisfaction, you have the right to lodge a complaint with the [Information Commissioners Office](https://ico.org.uk/global/contact-us/email/) 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.

Trevor Lang B.Sc
Lee Frere BA (Hons) Dip. Arch. RIBA

29a High Street, Clare, Sudbury, Suffolk, CO10 8NY
Tel: 01787 279490
e-mail: enquiries@japarchitects.co.uk website: www.japarchitects.co.uk