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## PRIVACY POLICY

Introduction: Flower Michelin Architects LLP is committed to protecting and respecting your privacy. We will not sell or rent your information to third parties. We will not share your information with third parties for marketing purposes.

This policy 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.

Categories of personal data: Personal data may include your name, address, email address, phone number and, if you visit our website, your IP address (collected via cookies – see above).

Purpose and legal basis of processing personal data: Depending on the circumstances, we use your personal data for the following purposes and with the following legal bases:

PURPOSE	LEGAL BASIS
Deliver the service in relation to a potential or new project	Contractual necessity
Maintain contact during the course of a potential or new project	Contractual necessity
Use third parties to provide services connected to a potential or new project	Contractual necessity
Purchase good, materials and services from you (suppliers)	Contractual necessity

Maintain contact in a professional capacity	Legitimate interest of running an architectural practice
Maintain our own records and accounts	Legitimate interest of running an architectural practice
Inform you of news, events or activities	Consent

Sharing your personal data: Your personal data will be treated as strictly confidential and will be shared only with parties that require it for the purposes set out above. We will not sell or rent your information to third parties. We will not share your information with third parties for marketing purposes.

Retention of personal data: We will keep your personal data for no longer than reasonably necessary or when it is no longer useful for carrying out the purposes above.

Your rights and your personal data:

You have the following rights with respect to your personal data:

- The right to request a copy of the personal data (excluding architectural drawings of the project) 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- The right to request that we correct any personal data if it is found to be inaccurate or out of date;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 that we delete your personal data;
- 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 further processing of your data where the processing is based on legitimate interests;
- If applicable, the right to request that we provide you with your personal data and, where possible, transmit that data directly to another data controller (known as the right to data portability);
- The right to withdraw your consent to the processing at any time, where consent was our legal basis for processing the data;
- The right to lodge a complaint - see below.

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 may have consequences in relation to the services we can offer and communications.

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 email. Please check our website periodically 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 the practice on [admin@flowermichelin.com](mailto:admin@flowermichelin.com) or 0207 751 0444

If we cannot resolve your query or complaint to your satisfaction, you have the right to lodge a complaint with the Information Commissioner's Office (ICO). For more information visit [www.ico.org.uk](http://www.ico.org.uk)

## COMPANY INFORMATION

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