

**robert dye**  
**ARCHITECTS**

Privacy Policy

May 2018

## Privacy Policy

**At Robert Dye Architects Llp** your privacy is very important to us. We are committed to protecting the rights of everyone we work with in relation to all personal information we collect. We want to assure those we work with that we process personal data in accordance to the principles of the General Data Protection Regulation (GDPR).

**This Policy** sets out the obligations of Robert Dye Architects Llp, a limited liability partnership registered in the U.K. under Partnership No. OC381626, whose registered offices are at 4 Ella Mews, Cressy Road, London NW3 2NH, regarding data protection under EU Regulation 2016/679 General Data Protection Regulation.

**Contact** Everyone who works for or with Robert Dye Architects Llp has some responsibility for ensuring data is collected, stored and handled appropriately. However, Robert Dye (partner) is responsible for overseeing the implementation and compliance of this Policy and acts as the data protection officer (DPO).

**Main Contact:** Robert Dye.  
[robert@robertdye.com](mailto:robert@robertdye.com).  
4 Ella Mews, Cressy Road, London, NW3 2NH

**Purpose** We process personal information to enable us to promote our goods and services, to maintain our accounts and records and to support and manage our staff. The lawful basis for processing personal information is based on:

**Consent**  
When the individual has given clear consent for us to process their personal data for a specific purpose.

**Contract**  
When the processing is necessary for a contract we have with the individual, or because they have asked us to take specific steps before entering into a contract.

**Legal Obligation**  
When the processing is necessary for us to comply with the law (not including contractual obligations).

**Legitimate Interests**  
When the processing is necessary for our legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data that overrides those legitimate interests.

**Collect** We collect various types of information depending on the nature of our working relationship. We may collect the following personal information:

**Personal details**

**Financial details**

**Employment and education details**

**Goods or services provided**

- Share** Robert Dye Architects Llp will not share personal data unnecessarily, and will never sell data to a third party. As an employer we need to share certain information about our staff, although only if it is completely necessary, or a legal obligation. Furthermore, the nature of our work means we may need to share certain information, about clients and suppliers, to provide our services as architects. This is a list of the people or organisations we may have to share data with:
- Family, associates and representatives of the person whose personal data we are processing**
  - Employment and recruitment agencies**
  - Current, past and prospective employers**
  - Educators and examining bodies**
  - Central government**
  - Credit reference agencies**
  - Suppliers and service providers**
  - Debt collection and tracing agencies**
  - Financial organisations**
- How long** Robert Dye Architects Llp retains personal data for different periods of time depending on the requirements of the Practice. Some of these may be a legal requirement. However, we will not keep personal data longer than is necessary and we destroy all physical and digital copies securely.
- Rights** Any individual whose personal information we hold has the right to access this data, by making a subject access request to the Robert Dye (see **Contact**). We always want to have up to date information, and individuals have the right to rectify or complete personal data, by making a request to Robert Dye, verbally or in writing. In certain circumstances, individuals may also have 'the right to be forgotten'.
- Complaints** If you have any concerns about how we process your data, please contact Robert Dye (see **Contact**). If you are not satisfied by the response, you can contact the Information Commissioner's Office on their website ([www.ico.org/concerns](http://www.ico.org/concerns)).