



## JOHN D CLARKE ARCHITECTS

### OUR PRIVACY STATEMENT

#### WHAT YOU NEED TO KNOW

##### What is a Privacy Statement?

A Privacy Statement explains what information we hold about you, why we hold it, how we protect it for you, and how you can have your information removed from our files if you so wish.

##### Why are we sending you this information?

A new law – the General Data Protection Regulation (GDPR) – comes into effect on 25th May 2018 and affects the way we and other organisations keep information about their clients. That is why we are sending you our updated Privacy Statement.

##### What information do we hold about you and why?

The information we hold about you could include your name, postal addresses, telephone numbers (home and mobile), email addresses and information needed to carry out your instructions.

##### Who do we share your personal information with?

We may share your personal information with others to enable us to act for you – for example local authorities, structural engineers, quantity surveyors, building services specialists, archaeologists, amenity bodies such as Historic England, building contractors, etc.

##### How long do we keep your information?

We keep information for as long as we need it for the purposes for which it was collected. This will vary depending on the type of information we store and the nature of your matter.

##### What are our responsibilities and your rights?

We always take exceptional care with the information we hold about our clients. Because we have a contractual client relationship with you, we have a legitimate interest for using your data in order to perform the service we have contracted to provide, but we will keep the information safe, accurate and relevant.

A summary of your rights is set out at the end of this notice.

##### About us

We are an architectural practice established in 1909 and experienced in carrying out a wide range of professional services on various building projects including residential, commercial, local authority and work to historic buildings and churches. The practice currently has a staff of 8 persons including 4 architects and 2 technicians.



## JOHN D CLARKE ARCHITECTS

We practice under the name of John D. Clarke Architects which is the trading name of JDC Architects Ltd. and our place of business is 2 West Terrace, Eastbourne, East Sussex, BN21 4QX. For the purposes of the Regulation, we are both a Controller and Processor of your data.

### Contacting us to exercise your rights or raising queries

Please write to our Head of Privacy and Data Protection. You can contact him by writing to Mark Anderson at John D. Clarke Architects, 2 West Terrace, Eastbourne, East Sussex, BN21 4QX.

### Your rights -You have the right to:

- **Request access:** You may make a “data subject access request”. This enables you to receive a copy of personal data we hold about you and to check that we are lawfully processing it.
- **Request correction of the data we hold about you:** Please note that we may need to verify any corrected information you give us.
- **Object to processing:** This may apply where you object to us processing data that we are using for legitimate or other lawful reasons. You may have a reason that you believe that processing may affect your fundamental rights and freedoms.
- **Request erasure:** You have right to delete all or some of your personal data. This will apply where we have no good reason for processing it. This will also apply where you have objected to processing (see above paragraph) and we have upheld that request.
- **Request restriction of processing:** You may ask us to suspend the processing of your data if:
  - (a) you want us to establish the accuracy of the information we hold
  - (b) where our use of the data is unlawful but you do not want us to take the step of erasing it
  - (c) where you want us to continue to hold the data even though we no longer require it e.g. where you want to pursue or defend a legal claim or
  - (d) where you have objected to use of your data but we need to verify whether we have overriding legitimate grounds to use it
- **Request the transfer of your personal data:** If you request us to do so we will provide your personal data in a structured format to you or to a third party specified by you
- **Withdraw consent at any time:** This will apply only where we are relying on your consent to process your personal data. This will not affect the lawfulness of any data processed before you withdraw consent. Please note, as explained above, that withdrawal of consent may mean that we cannot continue to provide the service we have contracted to provide.

Updated May 2018  
Updated 1 December 2018



# JOHN D CLARKE ARCHITECTS

## EU GENERAL DATA PROTECTION REGULATION (GDPR)

### Client Consent Form

The laws relating to data protection and privacy are changing from 25th May 2018 with the introduction of the EU General Data Protection Regulation (GDPR), which replaces the current Data Protection Act 1998. The GDPR has a greater emphasis on consent to use and store your personal information required by us to act for you including telephone numbers, postal addresses and email addresses. Because we have a contractual client relationship with you, we do not require formal consent to use your data for the purpose of carrying out your instructions because we have legitimate interests for doing so.

We do however ask you to read our new Privacy Policy attached which explains the changes and your rights under the new Regulation.

We also take this opportunity to enquire, for the purpose of facilitating the services we provide whether you would wish us to communicate with you by email.

May we please ask you to return this form to us duly signed after completion of the following section:

- I have received and read your Privacy Policy.
- I wish you to correspond with me by email, telephone and post where appropriate.
- I do not wish you to correspond with me by email, only by telephone and post.

My preferred email address is: \_\_\_\_\_

These other addresses can be used also \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature: .....

Print name: .....

Date: .....