

## **DATA POLICY AND GDPR**

### **Why is your data needed and what do we do with it?**

Greenway Barrow Architects collects your personal data – names, address, phone numbers and email addresses as provided by you. This data is used for completion of application forms as required for your project (Planning/Building Control etc) and passed on to suppliers, contractors and other consultants when seeking quotations in line with your project needs. Your data is also passed to those working on the project fulfilling duties under the CDM regulations in respect of providing information about who is involved with the project and how to contact the parties if the need arises. Client's names and addresses appear on all project drawings.

### **Storing your data securely**

Your personal data – names, address, phone numbers and email addresses is set out in the Project Summary document which is stored electronically, in the cloud, and in hardcopy. You have the right to request this data and to ask for it to be modified if you would prefer for some or all the details to be altered or omitted. Hardcopy personal data is shredded once no longer needed. Computers and electronic devices used for business purposes are password protected.

### **Retaining your data**

In line with our appointment documents and professional liability, data for each project is retained for 6 years beyond the date of last services provided for a project. You have the right to be forgotten where holding your data is no longer necessary or it is no longer relevant to the original purpose of processing.

### **Privacy notice**

You have the right to object to your data being used for marketing purposes. Greenway Barrow Architects Ltd will not contact you without your consent for receiving email newsletters, marketing and updates. If however you would like to subscribe to our mailing list please complete your details [here](#).