

## contacts privacy notice

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### FMA Privacy Notice

Ferguson Mann Architects (FMA) is committed to protecting your privacy, and takes its responsibilities regarding the security of business contacts information very seriously. This policy explains how FMA uses any personal information that we collect about you, how you can instruct us if you prefer to limit the use of that information and procedures that we have in place to safeguard your privacy. We may change this policy from time to time by updating this page.

### What information we collect

We do not gather any Personal Data from users of our website, through online forms.

We store the following personal details of those who make contact with us: Name, position, telephone no., address, email. This information is collected and stored on a secure database and is retained so that we can contact you easily. We cleanse our data on a 5 year cycle to ensure its accuracy.

### Use of Personal Data

Any Personal Data relating to you will be retained and used by us in accordance with GDPR legislation and this Privacy Notice. We process your Personal Data only for specific and limited purposes. We ask only for data that is adequate, relevant and not excessive for those purposes. With your consent we may send you updates by email.

We keep your Personal Data only for as long as reasonably necessary for the purposes for which it was collected, such as:

- Internal record keeping to maintain project directories for all contracted projects or to comply with any applicable legal reporting or document retention requirements.
- To maintain B2B contact for future business development
- To keep in touch with those who have specifically asked to have their details on our database for marketing purposes.

### Security

Our servers and our databases are protected by industry standard security technology, such as industry standard firewalls and password protection. Our paper archives are secure and only accessible by a limited number of nominated staff members. Paperwork relating to live projects is stored on our office shelves and is archived as soon as possible (dictated by project consultants). Personal data kept in these files is kept to a minimum.

We are accredited by the UK Governments Cyber Essentials Accreditation scheme and by being so are committed to ensuring that your information is secure. This accreditation standard confirms that we have in place and accepted standard of suitable physical, electronic and managerial procedures to safeguard and secure the information we retain electronically on our digital database.

The employees who have access to Personal Data shall handle such data properly and in accordance with our security protocols and strict standards of confidentiality. Although we cannot guarantee against any loss, misuse, unauthorised disclosure, alteration or destruction of data, we try to prevent such unfortunate occurrences.

## **Data retention period**

### *Project records*

For project records we retain all data from initial contact with our clients through to the end of the limitation period, (6 or 12 years post contract/practical completion) and any limitation extension. For Private clients, this could be 15 years.

For academic/historic reasons, some of our heritage works has academic value and will be retained indefinitely. To retain project data of this nature a specific request will be made of all parties where personal data forms part of this record.

### *Personal contact data*

For general business development purposes, we retain personal contact data indefinitely.

## **Data access and corrections**

Upon receipt of your written request and enough information to permit us to identify your Personal Data, we will disclose to you the Personal Data we hold about you. We will also correct, amend or delete any Personal Data that is inaccurate and notify any third party recipients of the necessary changes. If you wish to access or correct your Personal Data, please write to Ferguson Mann Architects Ltd, 6 King Street, Bristol, BS1 4EQ

## **Controlling your personal information**

You may choose to restrict the collection or use of your personal information in the following ways:

- if you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by contacting us or by clicking the unsubscribe button included at the end of every direct marketing email.

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

You may request details of personal information which we hold about you under the Data Protection Act 1998. If you would like a copy of the information held on you please contact us.

If you believe that any information we are holding on you is incorrect or incomplete, please contact us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.