

# studio24 architects: Privacy Notice

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## General Data Protection Regulation

The General Data Protection Regulation 2016/679 is a regulation in EU law on data protection and privacy in the European Union and the European Economic Area. It also addresses the transfer of personal data outside the EU and EEA areas.

This policy sets out the basis on which any personal data we collect from you, or that you have provided to us, will be processed by Studio 24 architects. If you have any questions about this policy, please contact us.

### Your Personal Information

Your privacy is important to us, and that is something that will never change. By providing us with personal information, such as your name, email address, and geolocation data, you agree to us a 'legitimate interest' contacting you. Your personal information will only be used by us, and under no circumstances will we sell your information to another organisation.

We may collect and process information about you, including:-

- Information that you provide by making an enquiry through our website, including our [contact us](#) function.
- Following your contact to us, we keep a record of your contact details.
- We may also collect information provided via email, web-based forms or other written correspondence and telephone calls. We use OVH.com for web and email hosting.
- If you enter into a service agreement with us, we may store your information on Excel for accounting purposes and retain associated project documentation for between 6 and 12 years post contract, provided it remains legitimate.
- When administrating our services or contract between a client and contractor, information is shared with other project team members engaged with the delivery of the project. Information shared with third party suppliers or contractors will only be sufficient to identify the geolocation of a site or project, unless otherwise agreed.

We will only hold your information for as long as we need it. You can request that we delete any information we have about you at any point.

When visiting our website we collect device information using the following:-

#### Cookies

Cookies are data files in your browser that distinguish you from other site visitors. You are able to change or disable cookies being stored on your computer by changing your browser settings.

#### IP Addresses

We may collect statistical information using your IP address, browser type, referring / exit pages, and date / time stamps. This information does not, and will never be used to identify an individual. We collect this information to understand how our website is being used and how it is performing. We use Google Analytics for this purpose.

#### Where We Store Your Personal Information

All information is stored securely either on our servers, IP service provider servers or via DropBox.

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**Direct Marketing and Other Forms of Communication**

If you contact us, we may send you updates about changes within the studio or updates and posts about our design activity via social media links, if these have been shared with us, we follow you for your interest in associated industries and interest groups or you follow us.

We may also retain copies of any correspondence you send us for the purposes of internal record keeping, answering your queries and product development.

**Your Rights**

As a European resident, you have the right to request a copy of any personal information we hold about you. You can ask that our records of your personal information be corrected, updated, or deleted by contacting us in writing.

**Contact Us**

For further information, questions, or comments please email us at [info@studio24architects.com](mailto:info@studio24architects.com)

**Changes to This Policy**

We may update this policy from time to time, and any changes we make will available to view on our website.

Thank you