

GDPR (EU) Policy Notice (Issued 30/4/2018) updated 2023

To provide the service laid out in the terms of our contract with you, Tsiantar Architects Limited is required to securely hold and share certain information.

We will require our clients to provide full details of the site, contact details for all clients and representatives involved, and invoice address details that will be securely stored in hard copy and/or digital formats. This is best provided in full at the point of accepting the fee quote on the accompanying client information sheet. Future information can be accepted by email or in writing.

For prospective clients, prospective consultants, suppliers, manufacturers and contacts we will treat all your personal data in the same manner as those whom we have an established relationship with. Data provided in the form of a contact, enquiry or telephone call will be kept to enable an appropriate and relevant response.

We will selectively share relevant information, by either hard copy, digital or electronic means, with the Local Authority Building Control Departments and other providers of professional services, consultants, contractors, suppliers and specialists relevant to the project. We may share the details with more than one of the above to obtain quotes for the services or products. The following are examples but not exhaustive: Planning Consultants, Land & Building surveyors, the Land Registry, LA Planners, LA Highways, LA Ecology and independent Ecologists, Agriculturalists, LA Building Control and their Inspectors, Independent Building Inspectors, Quantity Surveyors, Structural Engineers, M&E and other consultants, Building Contractors and their sub-contractors, Interior, kitchen, bathroom and other designers, suppliers, and manufacturers. In the case of a third party data controller, we would ask for and keep on file a copy of their GDPR Policy. For staff members or suppliers for whom we keep bank details, we apply the same security and assume that we have authority to contact the HMRC, the Pension Provider, pay funds into bank accounts online and by direct debit as appropriate.

We would expect to take and use photographs and video footage during and at the end of the building process, including for marketing and promotional purposes.

It is agreed that exact location of the property will not be disclosed in any marketing.

The data is stored in hard and/or digital formats on an icloud platform, office and mobile hardware including phones for as long as is necessary for the relevant activity or as required by law and in some cases, longer than that for some of the Planning and/or Building Regulations Decision Notices. Consent for this additional storage option can be withdrawn at any time after completion of the build and payment of all invoices by verbal, electronic or written instruction. Any information is to be securely disposed by shredding in the case of hard copies, erasing of digital files or virtual storage facilities controlled by Tsiantar Architects, with back up facilities and/or permanent erasing on the own cloud or on any IT Hardware undertaken by Netprotocol Ltd.

Any breach in physical, electronic or online security will be taken very seriously, with all secure data recovery being a priority. Authorities would be brought in as appropriate and clients, staff and any of the above informed of any breach at an early opportunity.

Should any party have any concern or issue with the data protection offered or in use, they should contact suzanne@tsiantar.com with an outline of any concerns so that they may be addressed.

Suzanne Tsiantar

For and on behalf of Tsiantar Architects Ltd. 4 Springfield Rd. Altrincham. Cheshire. WA14 1HE