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Architects
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Interior Design
Expert Witness
Adjudication



GENERAL DATA PROTECTION REGULATION (GDPR)

Privacy Notice - 25 May 2018

On 25 May 2018, the new General Data Protection Regulation (GDPR) will legally take effect and BGA Architects Ltd, as a business, are legally obliged to inform you of what data we hold for you, how it is stored and how we use it.

If you are a Company, we hold the following:

Company Name
Company Address
Company Registration Number
Company Contacts (Buyers/Sellers/Account/Management etc)
Various Telephone numbers as supplied by you.
Various Email addresses as supplied by you
VAT Number
Bank Account Details

If you are a Client, we hold the following:

Name, address, various email addresses, telephone number as supplied by you.

If you are an Employee, we hold the following:

Name, e-mail address, address, date of birth, bank details & NI number. These details have been provided by yourselves and are necessary to enable us to fulfil Contractual obligations.

We take privacy seriously and will only use this Data to administer your account and use your bank details to arrange relevant payments. We will never share your personal data with a third party unless required by law or in accordance with your specific instruction. We have procedures and safeguards designed to prevent unauthorised access to your personal data and loss thereof. The Data is stored securely within our servers and off site in the Cloud. It is protected using current, up to date Security Software and IT protection which contain firewalls. At the conclusion of our engagement, data will be preserved and retained by us, in accordance with legal requirements for as long as we consider that it is in either your or our interests to do so.

Data destruction is carried out in a secure manner.