

Privacy Policy

At Seymour Architecture we are committed to ensuring that your privacy is protected.

If you provide certain information by which you can be identified when using our services and website, it will only be used in accordance with this privacy statement.

This privacy policy sets out how Seymour Architecture uses and protects any personal data that you share with us and that we hold about you, including how we collect, process, protect and share that data.

This privacy policy is designed to ensure compliance with the General Data Protection Regulation (GDPR).

Scope of our Privacy Policy

This Privacy Policy applies generally and to our website or any other website created or hosted by us from time to time on which this Privacy Policy appears, or on which a link to this Privacy Policy is provided.

This privacy policy applies to all of the personal data that we process.

How we collect your personal data

We may collect your data in a number of ways, including but not limited to:

- in the general services that we provide to you, your employer or the organisation that you represent
- if we contact you or correspond with you for or on behalf of a client
- as and when your data is provided to us as a result of your attendance at a hosted event
- if we contact you with an enquiry about your provision of services to us, or if you inquire about services that we could provide to you
- if we collect information about you or your business that is publicly available (including through electronic data sources)
- if your personal data is passed on to us by our clients, consultants, contractors, suppliers and any other source of contact

The type of personal data that we may collect

The personal data that we may collect about you includes the following categories:

- contact details (including names, postal addresses, email addresses and telephone numbers)
- professional information such as job titles, previous roles, and professional experience and qualifications
- where you provide the information to us, information concerning your interests both business and personal
- details regarding your attendance at our events, training events and Continuous Professional Development (CPDs)

Use of personal information

The purposes for which we process your personal information include:

- To provide you with information and services that you request from us or which we feel may interest you as permitted under applicable law
- To maintain and develop our relationship with you
- For research, planning, service development, security or risk management
- To carry out services we have agreed to provide to you
- To comply with legal and professional obligations
- To disclose your information as set out below

Marketing

Once we have collected your data, (for example, when you provide us with your business card or when you are the person instructing us on behalf of your employer), it may be added to our contacts database or our mailing lists. You can exercise your right to ask us not to process your personal data for marketing purposes by sending us an email to: info@seymourarchitecture.com

Cookies

Our website does not collect or store data from user input, such as online forms etc. Nor does it store analytical traffic data in the form of 'cookies'. This feature is disabled on our website.

Transfer and use of your personal information

We do not sell on or rent out the information collected or otherwise provided to us.

Your information may be disclosed to third parties in the following circumstances:

- We are under a legal, regulatory or professional obligation to do so (for example, in order to comply with anti-money laundering requirements)
- You have provided consent to us sharing your information in this way
- It is relevant in the circumstances to disclose the information to our website service providers such as hosting, storage fulfilment and disaster recovery, subject to appropriate technical systems and on a limited use basis only
- If we believe your use of our website has violated or may violate any law, regulation or if we believe you are or may be a threat to safety, security, property, interests or rights of us or others
- If we use a third-party service provider to provide services that involve data processing, translation, technology, research, banking and payment, client contact, data entry and processing, litigation support, marketing and security services and other similar services
- In order to investigate or respond to or resolve problems or inquiries or defend our interests (including, but not limited to, professional indemnity insurers, brokers, auditors and other professional advisors)

Your information may be shared with third parties who may be located outside your country of origin or the country from where the data originated.

Those countries to which your data may be transferred may not have well developed data protection legislation. However, for the processing of your data we will at all times ensure a data protection level equal to the one in the European Economic Area.

The internet

Our website does not collect or store data from user input, such as online forms etc. Nor does it store analytical traffic data in the form of 'cookies'. This feature is disabled on our website.

This Privacy Policy does not cover other websites, outside our control, that may be linked to ours.

We do not accept any responsibility or liability for other websites' privacy policies.

Before you submit any personal information to other sites it is your responsibility to check their policies.

Security

Collecting and processing personal information using electronic means or the internet involves the international transmission of that information.

Information transferred in this way is not completely secure therefore any such transmission is at your own risk.

When we are in possession of and process your personal data, we will do our best to protect it by using appropriate procedures and security features to prevent unauthorised access. However, we cannot guarantee the security of your personal data sent to us electronically.

We should be notified immediately if you suspect that someone else may be using your personal data.

Before posting any document or files onto any website it is our policy to carry out a virus check. However, we cannot guarantee that documents or files downloaded from our website will be free from viruses and we do not accept any responsibility for any damage or loss caused by any virus.

Virus-checking software should be used when using our website.

Documents or files that you propose to post or provide to us from any website must be checked for viruses before being uploaded.

Documents or files that you believe contain a virus must not be posted or provided to us from any website.

Your consent

By submitting or providing to us your personal information you consent to the use of that information as set out in this Privacy Policy.

Access to, updating and correcting your information

Under the GDPR you have the right to access and amend the personal information that is in our possession.

Please contact us if you would like to see the personal information that we have for you or would like to change the information that we hold about you.

We will endeavour to keep your information up to date and accurate.

Changes to the information that you have provided to us need to be notified to us as soon as possible. This could be a new email address or a name change. Please let us know about any changes by sending an email to either your contact at Seymour Architecture or to: info@seymourarchitecture.com

If you or we, Seymour Architecture believe, information that we hold is incorrect either party may request the other to update the information. You also have the right to ask us to remove any information that is inaccurate.

Seymour Architecture Privacy Policy

This Privacy Policy was last updated in June 2019 and it may be subject to future updates.

If we change our Privacy Policy, we will post the changes on this page so that you may be aware of the information we collect and how we use it at all times.

In order that you can keep up to date with the information that we collect and how we use it, changes to this Privacy Policy will be posted onto this page.

To ensure that you are aware of any changes to the terms of our Privacy Policy you should review this page regularly. Questions about this policy should be directed to: info@seymourarchitecture.com