

# Privacy Policy

At Design Haus we are committed to safeguarding the privacy of our visitors and clients

This Policy explains what happens to any personal data that you provide to us, or that we collect from you whilst you visit our site and how we use cookies on this website.

We do update this Policy from time to time.

## Information That We Collect

We may collect data about you when provided by you via personal, face to face contact and/or email or telephone interactions with employees of BTP. Types of personal data we may hold:

- your name
- the organisation that you work for
- the sector or sectors in which you work
- the region in which you work
- the type of projects which your organisation undertakes
- your job title
- your email address
- your work and mobile phone numbers
- your personal interests

If the enquiry or commission concerns your own or somebody else's home, then naturally we would hold that address and essential contact details.

In running and maintaining our website we may collect and process the following data about you:

Information about your use of our site including details of your visits such as pages viewed and the resources that you access. Such information includes traffic data, location data and other communication data.

Information provided voluntarily by you. For example, when you request further information.

## Use of Your Information

Some processing may be necessary where we believe we have a legitimate interest:

Where you have previously purchased, or have been directly involved in the purchasing of, services from us we may provide to you details of similar services that you may be interested in. Where we have collected your details at a networking event, meeting, or via an introduction from an existing contact, for example.

To arrange corporate hospitality events that we think you as a client might enjoy to thank you for your custom and provide us an opportunity to better understand your needs as a client.

BTP Architects Group Elizabeth House, 486 Didsbury Road, Stockport, SK4 3BS. Tel 0161 422 2422.

Directors: V J Saunders BA (Hons), B. Arch, ARB, RIBA, SCA, AABC. M Atkinson BA (Hons), M. Arch, ARB, RIBA. L Podmore BSc (Hons), BTECH, MCIAT.  
Associate: S Dennis BSc, B. Arch (Hons), ARB, RIBA. Company No. 4168609

“Legitimate Interests” in this case means the interests of our company in conducting and managing our business in establishing and maintaining with you a mutually beneficial, working relationship and, in the case of processing your data, in marketing our services including providing information about our services which are or may be of interest to you. Various media may be employed including face to face, telephone, email and periodic newsletter.

If you have any concerns about the processing detailed above, you have the right to object to any processing that is based on our legitimate interests.

We will never give your details to third parties to use your data to enable them to provide you with information regarding unrelated goods or services.

Whenever we process data for the above purposes we will ensure that we always keep your Personal Data rights in high regard and take account of these rights. You have the right to object to this processing if you wish.

### **Storing Your Personal Data**

Your data will be stored in our database and may be accessible by and only by employees of BTP where it is necessary for them to undertake their duties as Architects, Surveyors or with regard to business development. The nature of our work (principally Architecture) means that it is necessary for us to store data for many years.

In operating our website and file storage systems it may become necessary to transfer data that we collect from you to locations outside of the European Union for processing and storing. By providing your personal data to us, you agree to this transfer, storing and processing. We do our utmost to ensure that all reasonable steps are taken to make sure that your data is stored securely.

Unfortunately the sending of information via the internet is not totally secure and on occasion such information can be intercepted. We cannot guarantee the security of data that you choose to send us electronically, sending such information is entirely at your own risk.

### **Disclosing Your Information**

We will not disclose your personal information to any other party other than in accordance with this Privacy Policy and in the circumstances detailed below:

To third parties that are directly required for the progression of a specific commission from you such as Local Authorities, Surveyors and other essential service providers.

Where we are legally required by law to disclose your personal information.

To further fraud protection and reduce the risk of fraud.

On occasion we include links to third parties on this website. Where we provide a link it does not mean that we endorse or approve that site’s policy towards visitor privacy. You should review their privacy policy before sending them any personal data.

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## Use of Cookies

When we provide services, we want to make them easy, useful and reliable. Where services are delivered on the internet, this sometimes involves placing small amounts of information on your computer or mobile phone. These include small files known as cookies. Cookies cannot be used to identify you personally and can't harm your computer. These pieces of information are used to improve services for you by, for example, enabling a service to recognise your device so you aren't given the same information several times, and by measuring how many people are accessing certain pages so they can be made easier to use and there's enough capacity to ensure the pages are delivered quickly. We will not use cookies to collect or store personally identifiable information about you, but you may wish to restrict or block the cookies set by our website, or indeed any other website. You can do this through your browser settings. The 'Help' function within your browser will tell you how, but you can also visit [www.aboutcookies.org](http://www.aboutcookies.org), which contains comprehensive information on how to do this as well as how to delete cookies and more overall information about cookies. Please be aware that restricting cookies may impact on the functionality of this website.

## Access to information

You have the right to access information held about you. Please provide us with proof of your identity, and we can provide you with details of the information we hold about you.

## Legal disclaimer

We endeavour to ensure that all the material on our website is accurate and up to date. However, errors and omissions can happen, so the content is provided without any warranty or liability. We do not warrant that use of the website will not infringe third party rights. We do not warrant that use of this website or materials downloaded from it will not cause computer virus infection or other damage to property. It is a condition of use of the website and the materials in it that use is at the user's own risk. Neither we nor any of the website's editors or contributors shall be liable for any loss or damages suffered as a result of any use of the website, including but not limited to direct loss, consequential loss and loss of profits (but not including death or personal injury).

## Company registration details

DESIGN HAUS PARTNERSHIP LTD  
10398139 - Incorporated on 28 September 2016.  
Elizabeth House, 486 Didsbury Road Heaton Mersey, Stockport, Cheshire, SK4 3B

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## Intellectual property rights

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