

## PRIVACY NOTICE STATEMENT

This privacy notice tells you what to expect us to do with your personal data.

Please let us know if you do not give your consent to share your data now or in the future. Please also do not hesitate to contact us if you have any questions or concerns.

### Contact details

Collective Architecture  
Albert Chambers  
13 Bath Street  
Glasgow  
hr@collectivearchitecture.co.uk  
0141 552 3001

### What information we collect, use, and why

We collect or use the following information to provide architectural services, including delivery (*add specific project if necessary*):

- Photographs and video recordings.

### Lawful bases

Our lawful bases for collecting or using personal information are:

- Legitimate interest:
  - Use of participant data for project development, marketing and archiving.

### Where we get personal information from

People directly.

### How long we keep information

For as long as necessary to fulfil the legitimate interest.

## Who we share information with

Data processors:

- Collective Architecture project teams and Human Resources.

Others we share personal information with

- Professional consultants.
- Organisations we're legally or contractually obliged to share personal information with.
- Publicly on our website, social media or other marketing and information media (where appropriate).

## Your data protection rights

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal data.

**Your right to rectification** - You have the right to ask us to rectify personal data you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal data in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal data in certain circumstances.

**Your right to object to processing** - You have the right to object to the processing of your personal data in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal data you gave us to another organisation, or to you, in certain circumstances.

**Your right to withdraw consent** – When we use consent as our lawful basis you have the right to withdraw your consent.

You don't usually need to pay a fee to exercise your rights. If you make a request, we have one calendar month to respond to you.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

## How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>