

Privacy Notice

GDPR

The processing of personal data is governed by the General Data Protection Regulation 2016/679 (the “GDPR”). At the time of going to press the new Data Protection Bill, which incorporates the GDPR into national law, has started its journey through parliament. The final form of this legislation is not yet known, we have therefore referred to the GDPR as the relevant legislation.

What is personal data?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller’s possession or likely to come into such possession.

Who are we?

Jordan+Bateman Architects (JBA) is the data controller (contact details below). This means that JBA decides what personal data is held, how the personal data is processed and for what purpose(s).

How do we process your personal data?

JBA complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate measures are in place to protect personal data.

What personal data do we store and process?

The type of information we store and process includes personal information, such as your full name, job title, department, addresses and contact details (email, phone, fax, mobile, skype etc).

In addition:

- for suppliers / buyers, we store and process bank details, contracts and project documents.
- for employees and volunteers, we store and process recruitment documents, contracts, bank details, DOBs, NI numbers, salaries and pensions, qualifications, training, performance monitoring, disciplinaries and grievances and other HR related documents.

We do not collect, store or process sensitive personal data.

We keep a record of all interactions we have with you and / or your organisation.

What is a cookie and does our website use them?

A cookie is a file which asks permission to be placed on your computer’s hard drive to analyse web traffic.

Our website (www.jandba.com) **does not** use cookies.

We use personal data for the following purposes:

- To carry out our architectural obligations
- To contact buyers / suppliers about potential projects which may be of interest
- To manage our employees and volunteers
- To maintain our own accounts and records
- To meet our legal obligations

What is the legal basis for processing your personal data?

Legitimate interests – Using people’s data in a way they would reasonably expect and which has a minimal privacy impact, or where there is a compelling justification for the processing.

For more information about legitimate interests please see <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/legitimate-interests/>.

Sharing your personal data:

We do from time to time need to share personal data in order to deliver our services (for the purposes of banking, payroll, IT services, collaborative working on projects and to deliver our newsletter).

This is necessary to operate our business and we use the services of trusted suppliers and organisations.

In the provision of these services to us, our trusted suppliers and organisations only have access to the information they need to perform their specific services.

We work closely with them to ensure that your privacy is respected and protected at all times and we work hard to ensure that they adhere to the relevant data protection legislation.

How do we protect your personal data?

We are Cyber Essentials certified and we take the security of data seriously. We work closely with our IT suppliers to continually monitor security and assess risk. All of our staff treat your data with the utmost care and take appropriate steps to protect it.

How long do we keep your personal data?

We keep your personal data for no longer than reasonably / legally necessary. Details of JBA’s retention periods can be requested by emailing jba@jandba.com.

Your rights and your personal data:

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to be informed
- The right of access
- The right to rectification

- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- The right not to be subject to automated decision making including profiling

For more information about the GDPR and your rights please see <https://ico.org.uk/for-the-public/>.

Further processing

To ensure our continued compliance with data protection and privacy laws, we may update our Privacy Policy from time to time. We therefore encourage you to review our Privacy Policy on our website periodically (www.jandba.com). We will always let you know if we make any material changes to the way we process and store your personal data.

Contact Details

To exercise your rights or should you have a query or complaint, please contact JBA jba@jandba.com.

Contacting the Regulator

If you have a concern about your rights or our use of your personal data, or you feel that we have not handled your data or enquiry relating to your data correctly – you can contact the Information Commissioners Office:

- Contact Number: 0303 123 1113.
- Online: <https://ico.org.uk/>