

# MASON GILLIBRAND ARCHITECTS

## and the new GDPR Regulations

### Privacy Policy

The new data protection regulations come into force this week and we wanted to clarify our businesses policy on protecting the data we have within the practice.

#### How we collect data

We keep basic data on our clients, on contractors, consultants and specialists we work with or have worked with previously. We also keep relevant data on our practice employees.

#### How we store data

We store data on recognised database software on a secure server on our premises and our computers are all password protected to restrict access to our employees only.

We never share data with any third parties unless as part of the running of a project, for example obtain quotations from other consultants on behalf of a client.

#### Transferring data

During the day to day running of the practice and our Architectural projects, we need to send and receive data. This is predominantly architectural drawings, photographs, written statements, meeting minutes etc. This is often done as attachments to emails, but where the file size is too large for emailing, we use recognized online methods WeTransfer or Dropbox for transmitting the information to specific recipients.

Where we work with our publicist and it is necessary to send data to and from that company, it is done via secure means and where necessary, encrypted.

#### Our practice newsletter

We send out a quarterly newsletter and infrequent practice news updates via mailchimp. The list of recipients is formulated from our database of past and present clients, consultants we work or have worked with and individuals who have opted in via the subscribe box on our website.

We hope that all of the recipients enjoy hearing from us from time to time and keeping in touch with the practice. Having said that, we want to ensure that anyone who receives our quarterly Newsletter can opt out of receiving it at anytime. You can do this by clicking the link at the bottom of the newsletter or by phoning or emailing the office.

We endeavor to send you up to date and relevant information based on your interest in the practice, our projects and wider construction projects. We never distribute anything unrelated to our work.

### Our website, social media and printed promotional material

The proprietor of our website is Mason Gillibrand Limited, 16 Willow Mill, Fell View, Caton Lancaster LA29RA.

Whilst images of our completed projects are our most powerful tool to promoting ourselves, we take our clients privacy and their personal data extremely seriously. Where our website, or brochures show such images, we never state the clients name, the project name or the geographical location.

Where photography of completed projects is organized to be used for practice promotion, this is always with the permission of the client.

### Removing data

Anyone we hold data on can contact us at anytime to request a copy of the data we hold on them or request that historic data be deleted.

If you have any questions or queries about this or any other related matter, please do not hesitate to contact us on 01524 771377 or admin@masongillibrand.co.uk