

PRIVACY STATEMENT

WHO WE ARE

Calvert Brain & Fraulo Architectural Limited is an Architectural Design Consultancy. We provide a variety of services including, but not limited to, feasibility studies, designs and drawings for planning and building regulations, and for obtaining a variety of other related permissions plus contract administration.

WHAT INFORMATION WE COLLECT ABOUT YOU

- Your name
- Your company name
- Your telephone number(s)
- Your address
- Your email address(es)
- Your bank details (as shown on any cheques received)

HOW WE COLLECT YOUR INFORMATION

- When you make an enquiry with us, either by email, telephone or web enquiry
- When you accept a quotation
- Whilst undertaking the services we have been appointed to undertake on your behalf

HOW WE SHARE YOUR INFORMATION

Your information will only be shared with third parties as necessary in order to carry out our agreed services. These third parties may include Local Council and Building Control Authorities, specific agencies such as Environment Agency, Highways Agency, IDB etc., Subconsultants and Subcontractors and Building Contractors and their subcontractors if we are tendering a project on your behalf.

We confirm that your personal information will not be passed to any third party not connected to the services that we have been appointed to provide.

HOW LONG WE RETAIN YOUR INFORMATION

We will retain your personal information on our secure server for period of time commensurate with our company insurance.

YOUR RIGHTS

Under the General Data Protection Regulations (GDPR) you have the following rights :

- To obtain access to, and copies of, the personal information we hold about you.
- To request us to erase your personal information.
- To require us to correct the personal information we hold about you if it is incorrect.

Any queries relating to data protection information should be addressed to our Data Protection Officer :

Tracy Brain
Tel : 01553 766033
Email : tracybrain@c-b-f-a.co.uk



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