



PRIVACY AND INFORMATION NOTICE

Your privacy is important to us. We set out below details of how we intend to use your personal information.

Owner

Data Controller : SMG Architects Limited whose principal place of business is at :
The Studio, 18 St Peters Road, Sheringham, Norfolk NR26 8QY
Telephone Number : 01263 824422
Contact : info@smg-architects.co.uk

Your Privacy

At SMG Architects Limited, we are committed to maintaining the trust of our clients. We will never share your information with any other companies for direct marketing purposes. This Information Notice will explain what personal information we hold, how we intend to use it and how we ensure its security.

Legal Basis for Data Processing

We process personal data under the legal basis of contract. We need to use your personal data in order to fulfil our contractual obligations with you.

Collection and use of personal information

Personal information means any information that may be used to identify you, such as your title, name, telephone numbers, email addresses or correspondence addresses. As part of our processes, we collect personal information. We use that information for a number of reasons: to stay in touch while we are producing plans and drawings, to contact you if we need to obtain or provide additional information, to check our records are correct and to send invoices. Your personal information is held on our servers in Sheringham, Norwich and St Neots and some paper records are stored in these offices.

Access to your information

You are entitled to access or update the personal information that we hold for you. If you require us to make changes or send your information to another organisation, please email your request to info@smg-architects.co.uk.

Holding your information

We will hold your personal information for a maximum of 7 years from the date of the most recent communication.

Contacts

SMG Architects Limited can be contacted by telephone on 01263 824422 or by email info@smg-architects.co.uk. In case we are unable to help, complaints can be raised with The Information Commissioner's Office at <https://ico.org.uk/>

We may change this Information Notice from time to time without notice, so please make sure you check back occasionally.

If we change our Information Notice, we will publish these changes on our website at smg-architects.co.uk.

If you have any questions or concerns about our collection use or disclosure of your personal information, please drop us a line at info@smg-architects.co.uk.

Thanks for reading all the way to the end.