



## Robert Shreeve Associates Ltd

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### General Data Regulation (GDPR)

We are required by law to inform you about the personal information about you which we hold to enable you to understand the purposes for which it is used.

When you contact us with a view to obtaining a quotation for architectural services or similar services, we ask you to provide a certain amount of personal information about yourself, limited to your name, address, phone number and email address.

If you then enter into a contract with us for the provision of our services we will use your personal information to provide the services that have been requested and we may share your information with appropriate third parties (for example builders or structural engineers) for the purpose of providing our services. We will only share your information with third parties where it is necessary for the services which we are asked to provide. We confirm we will not sell or share information for marketing purposes with any other company of third party. The legal basis on which we will normally use your information is in order to perform our contract for the provision of the services requested by you.

You have the right to ask us to provide a copy of the information which we hold about you and to correct or remove any information which you think is inaccurate

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used, accessed, altered or disclosed in an unauthorized way. After completing the services requested we will retain your personal information for such longer period as necessary to comply with the legal and contractual obligations to which we are subject, normally a maximum of 6 years (or 12 where certain warranty documents are issued)

You can contact our administration department by email – [info@robertshreeveassociates.co.uk](mailto:info@robertshreeveassociates.co.uk) or by post 1 Stable Offices, Furnace Farm, Furnace Lane, Lamberhurst, Kent, TN3 8LE

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