

## PRIVACY POLICY

**Rees Pryer Architects LLP** ("We") are committed to protecting and respecting your privacy.

This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it. By visiting [www.reespryer.co.uk](http://www.reespryer.co.uk) you are accepting and consenting to the practices described in this policy.

### **Information we may collect from you**

We may collect and process the following data about you:

- **Information you give us.** You may give us information about you by filling in forms on our site [www.reespryer.co.uk](http://www.reespryer.co.uk) (**our site**) or by corresponding with us by phone, e-mail or otherwise. This includes information you provide when you register to use our site, subscribe to our service and when you report a problem with our site. The information you give us may include your name, address, e-mail address and phone number, financial information, personal or property description and photograph.
- **Information we collect about you.** With regard to each of your visits to our site we may automatically collect the following information:
  - technical information, including the Internet protocol (IP) address used to connect your computer to the Internet, your login information, browser type and version, time zone setting, browser plug-in types and versions, operating system and platform;
  - information about your visit, including the full Uniform Resource Locators (URL) clickstream to, through and from our site (including date and time); products you viewed or searched for; page response times, download errors, length of visits to certain pages, page interaction information (such as scrolling, clicks, and mouse-overs), and methods used to browse away from the page

### **Cookies**

Our website uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and also allows us to improve our site. For detailed information on the cookies we use and the purposes for which we use them see our Cookie Policy.

### **Uses made of the information**

We use information held about you in the following ways:

- **Information you give to us.** We will use this information:
  - To provide you with information about other goods and services we offer that are similar to those that you have already purchased or enquired about;
  - To ensure that content from our site is presented in the most effective manner for you and for your computer.
  - To administer our site and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes;

- To improve our site to ensure that content is presented in the most effective manner for you and for your computer;
- To allow you to participate in interactive features of our service, when you choose to do so;
- As part of our efforts to keep our site safe and secure.

For further information see the Cookies section of this policy below.

### **Disclosure of your information**

You agree that:

- We have the right to share your personal information with analytics and search engine providers that assist us in the improvement and optimisation of our site.
- We may disclose your personal information to third parties in the event that:
  - We sell or buy any business or assets, in which case we will disclose your personal data to the prospective seller or buyer of such business or asset;
  - We, or substantially all of our assets are acquired by a third party, in which case personal data held by it about its customers will be one of the transferred assets;
  - We are under a duty to disclose or share your personal data in order to comply with any legal obligation, or to protect the rights, property, or safety of Rees Pryer Architects LLP, our customers, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

### **Where we store your personal data**

All information you provide to us is stored on our secure servers.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

### **Your rights**

You have the right to ask us not to process your personal data for marketing purposes. You can exercise your right to prevent such processing by contacting us at [rp@reespryer.co.uk](mailto:rp@reespryer.co.uk)

### **Access to information**

The Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act. Any access request may be subject to a fee of £10 to meet our costs in providing you with details of the information we hold about you.

### **Changes to our privacy policy**

Any changes we may make to our privacy policy in the future will be posted on this page. Please check back frequently to see any updates or changes to our privacy policy.

**Contact**

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to [rp@reespryer.co.uk](mailto:rp@reespryer.co.uk)