

# Privacy Policy

## INTRODUCTION:-

We, **healycornelius** design ltd. (hereafter referred to as 'The Practice'), process personal information to enable us to provide architectural design and project management services as well as our contractual and legal obligations.

The Practice takes your privacy very seriously and treats all your personal data with great care in accordance with the applicable data protection legislation. This Privacy Policy explains how we collect, store and use your data. There are also steps you can take to control what we do with your data, all of which will be explained under the following headings:

1. PERSONAL INFORMATION COLLECTION AND USE
2. NON-PERSONAL INFORMATION COLLECTION AND USE
3. INFORMATION SHARING AND DISCLOSURE
4. SECURITY
5. THIRD PARTY WEBSITES
6. YOUR RIGHTS IN RELATION TO YOUR PERSONAL DATA
7. ACCESS AND DELETION
8. RETENTION OF DATA
9. **COOKIES POLICY**
10. CHANGES TO THIS PRIVACY POLICY

## 1. PERSONAL INFORMATION COLLECTION & USE:-

The Practice does not engage in any form of automated harvesting or processing of personal information and we do not employ any third-party marketing firms. The Practice does not engage in any cold calling or direct marketing.

The only personal identifiable information The Practice holds is that which you give us in an enquiry or for a project. This is limited to basic identification and contact information such as your name, address and contact details (email and telephone number). This information is used for the following purposes:

- to provide you with the services which you request;
- to maintain our accounts;
- for billing;
- to enable us to answer your enquiries;
- for verifying your identity for security purposes;
- for marketing our services;

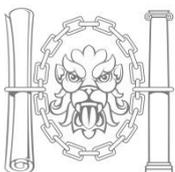
Information volunteered by you for a particular purpose, (e.g. job application form or contest) will be used exclusively for the purpose for which you have provided it.

## 2. NON-PERSONAL INFORMATION COLLECTION & USE:-

Like most websites, we gather some statistical and analytical information on an aggregate basis for all visitors to our website, such as the date you visit, the length of time you visit for, your IP address and the links you click to navigate through the website. The Practice does not record, store or process IP addresses or any browsing information from those viewing our website.

## 3. INFORMATION SHARING AND DISCLOSURE:-

The Practice will not sell your personal identifiable information to anyone.



The Practice will only send personal identifiable information about you to other consultants or local authority departments in connection with a specific architectural project that you have engaged us on. This is only done with your prior knowledge and consent.

The Practice is subject to the law like everyone else. We may be required to give information to legal authorities if they so request or if they have the proper authorisation such as a search warrant or court order.

The Practice does not transfer any personal information outside the European Economic Area (EEA).

#### **4. SECURITY:-**

The Practice takes reasonable technical and organisational precautions to prevent unauthorised access, disclosure, modification or destruction of your personal data. Access is limited to individuals working for The Practice and only where their working role requires access to the specific data held.

Data storage is protected by password, both on the computers that hold the data and software used to access it. Likewise, any data held within electronic address books or on mobile devices is also password protected.

All electronic transactions you make to or receive from The Practice will be encrypted using SSL technology.

#### **5. THIRD PARTY WEBSITES:-**

Our website may contain links to other websites of interest. Once you have used these links to leave our site, you should note that we do not have any control over that other website.

Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy policy. You should exercise caution and look at the privacy policy applicable to the website in question.

#### **6. YOUR RIGHTS IN RELATION TO YOUR PERSONAL DATA**

You have the right to:

- withdraw your consent for your data to be processed;
- access the personal data that we are processing about you;
- require us to rectify inaccuracies in that data;
- in certain circumstances object to or restrict processing;
- in certain circumstances request your data to be erased;
- data portability; and
- lodge a complaint with the Data Protection Commissioner who is our independent regulator for data protection.

#### **7. ACCESS AND DELETION:-**

You may request access to the personal identifiable information that The Practice holds for you at reasonable intervals. You may also request that we delete this data from our system. Such requests will not be unreasonably withheld.

If you request that your contact information be deleted, we will assume that any current project work will be terminated and we will comply with such a request as soon as practical (subject to settlement of any outstanding project fees, if applicable). The Practice may be obliged to retain personal data for a longer period whenever required to do so for the performance of a legal obligation (e.g. insurance requirements) or upon order of an authority.

The Practice Data Controller can be contacted by emailing [data@healycornelius.com](mailto:data@healycornelius.com) or by writing to the Data Controller at either of the following addresses:

**healycornelius design consultancy ltd.**, No. 5 St. John's Lane, London EC1M 4BH, United Kingdom

**healycornelius design ltd.**, Studio 15, KTI Centre, Deerpark, Killarney, Co. Kerry V93 FP74, Republic of Ireland

## 8. RETENTION OF DATA:-

From time to time, The Practice will review the personal identifiable information held. For old, completed projects (greater than six years), for which contact with you has already ceased, the limited contact information that we hold on you will be deleted, unless we are aware that we will be acting for you again on other projects.

## 9. COOKIES POLICY

### WHAT ARE COOKIES?

Cookies are small text files that are stored in your browser by websites that you visit. They usually contain a website and an identifier. Cookies help improve your experience while browsing on our website, for example it may allow a website to "remember" your actions or preferences over a period of time, or it may contain data related to the function or delivery of the site.

### HOW AND WHY COOKIES ARE USED ON THIS WEBSITE?

We use cookies to improve your browser experience, by remembering pages you have browsed. If you fill out a contact form, we use cookies to remember your details for a next time.

#### *Third-party cookies*

We use third-party cookies to track how you use our website, for example, what pages you visit and how long you spend on them. This helps us get a better understanding of how people are using our site and how they access it, which helps us create better content.

### DIABLING COOKIES?

Some people find the idea of a website storing information on their computer or mobile device intrusive. If you prefer, it is possible to block some or all cookies, or even to delete cookies that have already been set.

Our website will work without cookies, but you may lose some features and functionality if you choose to disable cookies.

If you wish to restrict, block or delete web browser cookies which are set on your device then you can do this through your browser settings. The "Help" function within your browser should tell you how.

## 10. CHANGES TO THIS PRIVACY POLICY

We reserve the right to modify this privacy policy at any time, so please review it frequently.

Changes and clarifications will take effect immediately upon their posting on the website. If we make material changes to this policy, we will notify you here that it has been updated, so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we use and/or disclose it.

This Privacy Policy is effective from the **28<sup>th</sup>** day of **June** in the year **2019**.