

## Gluckman Smith Privacy Policy

### Privacy Policy Introduction

Gluckman Smith are committed to protecting and respecting your privacy. We work to ensure that all information is used within the GDPR Law and that we follow strict procedures and security measures to prevent unauthorised access of data.

We are invested in protecting your data, ensuring that our communication is professional and primarily beneficial for you. Complying with the Data Protection Act 1998 and the Privacy and Electronic Communications (PEC Directive) Regulations 2003.

Our Privacy Policy set out below, is designed to give you clarity on the information we obtain, how this is used and to outline your control over how you are contacted.

### How we use collected information

Information which you have provided to Gluckman Smith, will be held on our system for informative purposes only.

Collected data includes, but is not limited to, the following:

- Submitting an enquiry email from our website
- Direct email to Gluckman Smith employee
- Telephone call where data is left for consensual contact for business purposes
- Networking events and/or details exchanged in person
- Website marketing sign-up

The data which is obtained, will fall within the three below categories:

- **Personal contact information** - name, delivery or billing address, email address, contact phone numbers, professional title.
- **Professional Details** – Company details, employment application including CV's & online portfolios.
- **Invoice & Project History** – project invoices, personal invoices, payments against previous orders, credit history.

We reserve the right to contact you for marketing purposes, in the form of newsletters, blogs and invitations, to announce business developments and achievements. You will have the opportunity to unsubscribe from receiving all marketing material should you wish to do so.

### Retention of data

Complying with the GDPR Law and Data Protection Act 1998, we ensure that all personal data will only be held for a period where a legitimate purpose remains for its retention. After this period, your data will be securely deleted or destroyed.

We reserve the right to obtain all information relating to previous projects, for company purposes. This includes, but is not limited to, the following:

- Project Information; address, contact details, fees, reports
- All Gluckman Smith copyright property; drawings, plans, designs
- Invoices
- Email Correspondence

# GLUCKMANSMITH

## Security

To protect your personal information, we take all reasonable legal, technical and organizational measures and precautions within our sphere of responsibility, as well as following industry best practices; to make sure it is not inappropriately lost, misused, accessed, disclosed, altered or destroyed.

Gluckman Smith 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 Gluckman Smith or others. (for example, if required to do so by a court order or for the purposes of prevention of fraud or other crime).

At Gluckman Smith, we work to ensure all security measures are met, however the security of data when transmitted via the internet, is not guaranteed. The responsibility of submitting both personal and professional data via the internet is at your own risk.

## Your Rights

It is your right to request for your data to be removed from our systems, from further marketing contact. This can be actioned by unsubscribing from marketing/promotional emails. Additionally, if you would like your personal information removed entirely, this is to be requested in writing in order to acknowledge authenticity, to [studio@gluckmansmith.com](mailto:studio@gluckmansmith.com). If your information is deemed to be essential to Gluckman Smith i.e. previous project history, this will be dealt with, within the GDPR Law and Data Protection Act 1998.

At Gluckman Smith, we are committed to safeguarding your personal information and will not pass information to third parties unless we are required to do so by law. By providing personal information to Gluckman Smith in any of the ways described in this policy, you are agreeing that you have accepted this policy and that Gluckman Smith are authorised to process your information.

If you have further questions on how we handle our information internally, please contact our Practice Manager at [studio@gluckmansmith.com](mailto:studio@gluckmansmith.com)

We reserve the right to modify this Privacy Policy at any time. Last Updated 13/11/2018

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**Alice Bulgin**

**Practice Manager**

For and on behalf of

GLUCKMANSMITH