

This is the privacy notice of CB Architects Limited.

CB Architects Limited is committed to protecting your privacy.

This policy applies when we are acting as a controller of personal data, that is where we have determined the purposes and means of the processing of that personal data. It applies to all users of our Company website.

We may process your personal data for the purpose of contacting you if you make a query using our website. The legal basis for this processing is that it is necessary to achieve our legitimate interest, namely the promotion of our products and services.

We do not use cookies on our website at present. IP addresses are logged as part of standard web directory log files, which are for internal use in monitoring site traffic and statistics. You should be aware that when you are on our web site, you could be directed to other sites which are beyond our control. There may be links to other sites from our web site that will take you outside our service. We cannot guarantee that the privacy policies of these websites meet our standards. As always, we recommend reading the privacy policy of any new site you go to online.

We will store your contact details for a maximum period of six years following the end of our business relationship.

We will share your personal data with third parties (and which may, in limited circumstances include organisations within the Company that are located outside the EEA) but only to the extent that the disclosure is reasonably necessary for the purposes of providing you with the information about our services that you have requested.

As you are providing us with your personal data, it is important to us that you are aware of the following rights that you have in relation to our processing of that personal data.

- You can be provided with a copy of any personal data concerning you that we process, unless that would affect the rights and freedoms of others. You can also be provided with information on how that personal data is processed by us.
- You can have us rectify any personal data of yours that we hold that is inaccurate or incomplete. In certain circumstances, you can also ask us to erase or restrict the use of any of your personal data that we process.
- You can object at any time to our processing of your personal data on grounds related to your particular situation.
- You can object at any time to our processing of your personal data for direct marketing purposes.

You can exercise any of the rights listed above by contacting us using the details at the bottom of this notice. If you are unhappy with any aspect of how we processed your personal data or your request to exercise a right, you can lodge a complaint with the Information Commissioner's Office.

If for any reason you wish to access, review, correct or delete the personal information collected about you, you may do so by e-mailing us at info@carolinebuckingham.com

If you have any questions, complaints, or comments about any organisation within the Company or this Privacy Notice, please contact us by sending an e-mail to info@carolinebuckingham.com or by writing to the registered office address

C B ARCHITECTS LIMITED

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Registration No: 8346118

Registered in England and Wales