



**A & K ARCHITECTURAL**  
services

t: 01208 220 214

e: enquiries@akarchitecturalservices.co.uk

w: www.akarchitecturalservices.co.uk

Awenek Studio  
4 Fore Street  
St Stephen  
PL26 7NN



A & K Architectural Services Limited,  
Trading as A & K Architectural Services  
Registered Office: 20 Crockwell Street,  
Bodmin, PL31 2DS  
Company Reg: 8953942  
Directors: A. Gould & R. Gould  
Regulated by RICS

## PRIVACY STATEMENT

### A) PURPOSE OF POLICY

A & K Architectural Services (we/our/us) privacy policy provides information on how we collect, use, secure, transfer and share your information as well as your rights and our obligations. It has been produced to comply with General Data Protection Regulation 2018.

### B) INFORMATION WE COLLECT & HOLD

1. To allow us to work we collect the following information from all prospective clients:
  - a) Name
  - b) Contact Telephone Numbers
  - c) Correspondence Address
  - d) Site Address
  - e) Email Address
2. We are the sole owner of the information collected from clients.
3. Data is collected from prospective clients voluntarily through, but not limited to:
  - a) Website contact sheets
  - b) Trade show contact sheets or Telephone Calls
  - c) Meetings
  - d) Email or Letter correspondence
4. We will only ever collect the necessary information required to process enquires and manage projects.
5. Should you information change during you time as a client of A & K Architectural Services it is your responsibility to inform us.

### C) HOW YOUR PERSONAL DATA IS USED & SHARED

1. Acceptance of a quotation from us implies consenting to the use of your personal information for the purposes of your project and the sharing of this data with the necessary third parties for the sole purpose of processing your project.

Third party companies will be set out but not limited to our quotation for the external services required.

Your data will never be shared with third parties not involved in your specific project unless prior written consent if given by you.

### D) YOUR RIGHTS

1. At any point you have the right to be informed of or request access to your data that A & K Architectural Services hold.
2. You have the right to request that we rectify inaccurate data, delete your information or object to its use.
3. All requests on personal information must be given in writing via email or post and will be processed within one month of receiving.

### E) STORAGE & SECURITY

1. Data we hold is kept within our project database & accounting software.
2. A & K Architectural Services project database & accounting software is encrypted and secured under Ninnox privacy policy and Quickbooks privacy policy. These can be found at their respective sites.



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Awenek Studio  
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Chartered Institute of  
Architectural Technologists  
Registered Practice



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3. Data taken from you will be retained for a maximum of 2 years post collection if a quote is not accepted.
4. Whereby a quote is accepted personal data will be retained with us for 7 years post completion of the project for accounting purposes.
5. Drawings of specific projects may be kept in digital format beyond this for quality control, reference and training purposes.

## F) WEBSITE & COOKIES

1. 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. By continuing to browse the site, you are agreeing to our use of cookies.
2. A cookie is a small file of letters and numbers that we store on your browser or the hard drive of your computer if you agree. Cookies contain information that is transferred to your computer's hard drive.
3. We use the following cookies:
  - a) Strictly necessary cookies - These are cookies that are required for the operation of our website. They include, for example, cookies that allow you to share our content across your social networks.
  - b) Analytical/performance cookies - They allow us to recognise and count the number of visitors and to see how visitors move around our website when they are using it. This helps us to improve the way our website works, for example, by ensuring that users are finding what they are looking for easily.
  - c) Functionality cookies - These are used to recognise you when you return to our website. This enables us to personalise our content for you and remember your preferences (for example, your choice of language or region).
  - d) Targeting cookies - These cookies record your visit to our website, the pages you have visited and the links you have followed. We will use this information to make our website more relevant to your interests. We may also share this information with third parties for this purpose.
4. Please note that third parties (including, for example, providers of external services like web traffic analysis services) may also use cookies, over which we have no control. These cookies are likely to be analytical/performance cookies or targeting cookies.
5. You block cookies by activating the setting on your browser that allows you to refuse the setting of all or some cookies. However, if you use your browser settings to block all cookies (including essential cookies) you may not be able to access all or parts of our site.