



## Data Privacy Statement

May 2018

### 1. Personal Data

Mark Goodwill Hodgson Ltd will only process personal data in order to carry out our business as a Chartered Architects Practice.

### 2. Data Controller

The Data Controller for Mark Goodwill Hodgson Ltd is the Directors – see contact details in section 6. The Directors are responsible for your privacy.

### 3. How we use your information

We use your information in a number of different ways:

Type of data	Why?
Your name, title, company, email & phone number	If you have contacted us directly and we are working with you on a piece of work (before and after contract) we will store your details on a contact list held on a spreadsheet, Google Mail and on a mobile phone. Retention Policy: Contacts will be reviewed every two years and obsolete contacts removed.
Email	If you are copied into an email we receive, your details will be held as part of that email record and stored with emails for that piece of work. Your information will only be added to our contact list if we work directly with you and then only if this is necessary. We do not collect and store email addresses automatically. Retention Policy: Email part of archive, retained for 6 years following ceasing trading as Mark Goodwill Hodgson Ltd.
Telephone numbers	Telephone numbers quoted on emails or letters are stored on a business mobile phone. If, in the course of working with you, we need to phone you or send information in the post, we will primarily access your number from your email, letter or website. The contact list spreadsheet will be reviewed annually. Retention Policy: as for emails.
Financial Information	If we contract with you to provide Mark Goodwill Hodgson Ltd with a service, we will store your information electronically, in paper form and in our banking and accounts system. Invoices, remittance advice documents and associated data is held in paper form and stored with Mark Goodwill Hodgson Ltd paperwork for each business financial year (April-March.). These boxes are stored in the office with no public access. Retention Policy: Retained for 10 years, because some contracts extend over three financial years.
Feedback	If you provide Mark Goodwill Hodgson Ltd with feedback we will ask your permission before we use your comments, name, title and/or company as part of our marketing on our website and in discussion with potential clients. Retention Policy: As long as is relevant for the business.

Working Documents	<p>Mark Goodwill Hodgson Ltd documents are stored electronically in a computer folder relating to the specific project, backed up and the computer is password protected.</p> <p>Paper documents for in progress work are filed by project number. We use notebooks for meetings and conversations with dated entries. These may contain personal data. All of these are stored in the office. Documents are taken outside the office when we meet with you or others to deliver the agreed piece of work. Documents and notebooks returned to the office.</p> <p>For completed work, paper files are thinned removing and securely disposing of documents which are held elsewhere as an archive. To comply with GDPR from May 18 as work is completed key paper documents will be scanned to capture handwritten notes etc. and stored electronically in project based electronic folders and paper copies disposed of.</p> <p>Retention Policy: As archive, retained for 6 years following ceasing trading as Mark Goodwill Hodgson Ltd.</p>
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#### 4. What is the legal basis for processing your data

If you have a letter of appointment with Mark Goodwill Hodgson Ltd, an agreed proposal or if a proposal is being prepared for you, we will hold your information under **contract**.

If you supply services to Mark Goodwill Hodgson Ltd or any of its clients, your data will be held under **legitimate interest**.

Financial and employee information will be held under **legal obligation**.

We will not share your information with any other person or organisation. If contact details are requested from another person or organisation, we will ask for your permission to forward you information. You do not need to agree to this.

#### 5. Your rights

You have a lot of rights relating to your personal information:

- The right to be informed about how your personal information is being used
- The right to access the personal information we hold about you (Subject Access Request)
- The right to request correction or deletion of your data, providing it is not required to be held by Mark Goodwill Hodgson Ltd for legal reasons
- The right to request we stop processing your data
- The right to complain to the Information Commissioners Office.

#### 6. Contact details

If you have any questions or feedback about this notice, wish to exercise any of your rights as set out above or you have a complaint, please contact us at:

Email      markgoodwillhodgson@gmail.com  
 Tel         +44 (0)7970 692 887  
 Post        1 Highfield Road, West Bridgford, Nottingham. NG2 6DR

You can contact the Information Commissioners Office on 0303 123 1113 or via the 'contact us' section of their web site, [ico.org.uk](http://ico.org.uk), which gives an email address and other information.

**Mark Goodwill Hodgson**  
 Director

**Pippa Hodgson**  
 Director

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