

PRIVACY POLICY

1. INTRODUCTION

Eco Design Consultants is committed to ensuring that when we collect and use information, we do so in accordance with applicable data privacy laws. This Data Protection Policy explains how we may use information that we obtain about you through your use of our website.

This Data Protection Policy is designed to aid compliance with GDPR or General Data Protection Regulation.

2. HOW WE COLLECT YOUR PERSONAL DATA

Your personal data may be collected by us in a number of ways, including through our provision of services to you, your employer or the organisation you represent;

- during the course of dealings with you for or on behalf of a client;
- when you provide us with information in relation to your attendance at any hosted events;
- when you provide information to us by filling in forms on this web site;
- when you contact us, for example, to enquire about our services;
- when we collect publicly available information about you or your business (including through electronic data sources); and
- when we collect your personal data from our clients, consultants, suppliers and other advisers.

3. THE TYPE OF PERSONAL DATA THAT WE MAY COLLECT

The categories of your personal data that we may collect includes the following:

- Contact details (including names, postal addresses, email addresses and telephone numbers);
- Professional information such as job titles, previous roles, and professional experience and qualifications;
- Where you provide the information to us, information concerning your interests both business and personal;
- Details regarding your attendance at our events, training events and CPDs (Continuous Professional Development)
- Images captured by us to enable commissioned work
- Images or footage for office or project promotion

4. USE OF PERSONAL INFORMATION

We process personal information about you for the following purposes:

- To provide you with information and services that you request from us or which we feel may interest you as permitted under applicable law;
- To improve the content and methods of delivery of our website;
- To maintain and develop our relationship with you;
- For research, planning, service development, security or risk management;
- To carry out services we have agreed to provide to you;
- To comply with legal and professional obligations; and
- To disclose your information as set out below.

5. MARKETING

You have the right to ask us not to process your personal information for marketing purposes. When we collect contact information from you (for example, when you provide us with your business card or when you are the person instructing us on behalf of your employer), we may add your details to our contacts database

You will only be added to our mailing list if you expressly consent to this. You can be removed at any time either through the unsubscribe button or by emailing studio@ecodesignconsultants.co.uk

6. TRANSFER AND USE OF YOUR PERSONAL INFORMATION

We do not sell or rent the information you or otherwise provided to us.

We may disclose your information to third parties in the following circumstances:

- We are under a legal, regulatory or professional obligation to do so (for example, in order to comply with anti-money laundering requirements);
- You have consented to us sharing your information in this way;
- It is relevant in the circumstances to disclose the information to our website service providers such as hosting, storage fulfilment and disaster recovery, subject to appropriate technical systems and on a limited use basis only;
- If we believe your use of our website has violated or may violate any law, regulation or if we believe you are or may be a threat to safety, security, property, interests or rights of us or others;
- If we use a third-party service provider to provide services that involve data processing, banking and payment, client contact, litigation support, marketing and payroll, pension and other similar services;
- In order to investigate or respond to or resolve problems or inquiries or defend our interests (including, but not limited to, professional indemnity insurers, brokers, auditors and other professional advisors).

Eco Design Consultants and some of the third parties with whom we share information, may be located outside your country or the country from which the data is provided. Those countries to which your data may be transferred may not have well developed data protection legislation.

7. SECURITY

Using the internet to collect and process personal information necessarily involves the transmission of information on an international basis. The transmission of information via the internet is not completely secure, if you share information with us via the internet any transmission is at your own risk. Although we do our best to protect personal information, we cannot guarantee the security of your information transmitted to this web site or otherwise sent to us electronically. Once we have received your information, we will use appropriate procedures and security features to try to prevent unauthorised access.

If you are an employee and have a username and password and suspect that someone else may be using them, you should stop using both and notify us immediately.

It is our policy to virus check documents and files before they are posted on any website. However, we cannot guarantee that documents or files downloaded from our website will be free from viruses and we do not accept any responsibility for any damage or loss caused by any virus. For your own protection, you should use virus-checking software when using our website.

8. YOUR CONSENT

By submitting or providing to us your personal information you consent to the use of that information as set out in this Data Protection Policy

9. ACCESS TO, UPDATING AND CORRECTING YOUR INFORMATION

The privacy law gives individuals the right to access and amend their personal information. If you would like to request a copy of your information or would like to change the information, we hold about you, please contact us.

We want to ensure that your information is accurate and up to date. If any of the information that you have provided to us changes, for example if you change your email address or name, please let us know the correct details by sending an email to your Eco Design Consultants.

You may ask us, or we may ask you, to correct information you or we think is inaccurate, and you may also ask us to remove information which is inaccurate.

10. THIS DATA PROTECTION POLICY

We may need to revise this Data Protection Policy in future. If we change our Data Protection Policy, we will post the changes on our website so that you may be aware of the information we collect and how we always use it. This Data Protection Policy was last updated in August 2019. You should therefore review the website regularly to ensure that you are aware of any changes to its terms. If you have any questions about this Data Protection Policy, please contact studio@ecodesignconsultants.co.uk