

Privacy Policy

We are **CHBC Architecture Ltd.**

This privacy policy tells you what to expect when we collect personal information about you when you use this website:

1. What information do we collect about you?

We collect data about you if you register for services using this website. We will also collect relevant information if you purchase or register for services by email, telephone, in person or by post.

Website usage information is collected by using Cookies (see below).

2. Cookies

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity. It also allows certain website functions such as a 'shopping basket' to work.

You can get more information about Cookies at <https://ico.org.uk/for-the-public/online/cookies/>

You can turn off Cookies in your internet browser (e.g. Internet Explorer, Chrome, Safari, Opera or Firefox) so they are no longer collected and the above webpage contains links to tell you how to do this. Please note that turning off Cookies may prevent some of our website functions from working.

3. How will we use the information collected about you?

We will use the information you provide in order to provide the services you have requested to you. Certain information is required to provide those services and these are marked "required". Fields not marked "required" are not mandatory and we will still be able to provide the services.

If you do not think we need certain information (which we have marked as mandatory) to provide our services please get in touch using the details below and we will be happy to discuss this with you.

We make sure that we offer you genuine choice and control over how we use your data. If you wish to withdraw consent or change your preference about how we use your information then please contact us using the details below.

We do not transfer personal data to countries outside the EU.

We retain your data for as long as is necessary to deal with your query, or if it is in regard to a job application, we may keep your details for up to a year if you agree, to keep you informed when vacancies arise.

4. Access to your information and corrections/changes

If you would like to know what information we hold about you please write to us using the contact details below.

Please notify us if any of the information we hold about you has changed or is incorrect, we will be happy to update this for you.

5. Third parties

We may need to provide certain third party organisations with your information in order to provide our services (for example a courier who will deliver goods to you). We will only provide them with the information they require and will only permit them to use the information for the required purpose only.

If any such third party has used your information for any other reason without your consent please notify us using the details below and we will investigate the matter.

6. Complaints

We strive to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this very seriously.

If you think that our collection or use of information is unfair, misleading or inappropriate please bring it to our attention. We would also welcome any suggestions for improving our procedures. You may report any concerns regarding the way in which we have handled your personal data to the Information Commissioner on 0303 123 1113 or by using this link <https://www.ico.org.uk/concerns>.

7. External Links

Our website may, from time to time, contain links to and from the websites of our partner networks, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

8. How to contact us

You can contact us by email at south@chbc-arch.co.uk.

Alternatively you can write to us at:

Essex Barn 24, Little Boyton Hall Farm, Boyton Cross, Chelmsford, Essex CM1 4LN.

Changes to our privacy policy

We keep this privacy policy under regular review and will post details of any changes below. This privacy policy was last reviewed on 15/05/2018.