



Chartered Institute of
Architectural Technologists
Registered Practice

claxton hall architectural ltd

1 Vine House, 3 Oak Street, Fakenham, Norfolk, NR21 9DX

tel: 01328 862229 e-mail: design@claxton-hall.co.uk web: www.claxton-hall.co.uk

Company Reg. No. 8457848 VAT Reg. No. 233 7606 13

Privacy Policy

Our Information

Data Controller: claxton-hall architectural ltd

Located at: 1 Vine House, 3 Oak Street, Fakenham, NR21 9DX - 01328 862229 - design@claxton-hall.co.uk

Data Processing Officer: design@claxton-hall.co.uk OR paul@claxton-hall.co.uk

Your Privacy

Here at claxton-hall architectural ltd we are committed to maintaining the trust of our clients. Your contact details will never be shared for marketing purposes. This policy will inform you of what personal information we hold, how we use it, its security, how long we hold it for, access to your information, about cookies & changes to our policy.

Personal Information & Use Of

Personal information means any information that can be used to identify you, such as name, contact number, email address etc. As part of our organisation we hold personal information to contact you as our client, to send out fee letters, to post/email copies of your personal drawings, invoicing etc. These are a few of the main reasons why we need to store your personal data here at claxton-hall architectural ltd either electronically & hard copies. We may also need to send your personal details over to sub-contractors however we always ask for your consent before hand.

How we protect your information

In line with the requirements of the Data Protection Act 1998 we follow strict security procedures to ensure that personal information is not damaged, destroyed or disclosed to a third party without your permission and to prevent unauthorised access to your information. The Information that we collect is stored in a secure facility with restricted physical access.

How long do we keep your personal information?

The period for which we shall keep your personal information will always depend on the type of service you request from us. We cannot always justify exactly how long this will be due to several reasons for example: type of job required by clients, planning/building control submissions, this always varies. Also, client amendments & the lead times we currently have to start new & current jobs.

Access to your personal information

If you would like to access or update any personal information we hold on you then please feel free to inform us via email (design@claxton-hall.co.uk) However if you would like us to send your information to another company, we will need your written consent.

Complaints & Contact Details

If you have any complaints about the way we use your personal information, please contact our office via email to design@claxton-hall.co.uk & we will try to resolve the issue. If we cannot resolve any issue, you have the right to complain to the data protection authority (the information Commissioner in the UK)





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Cookies

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Changes to Our Privacy Policy

Any changes we make to our Privacy Policy in the future will be posted on this page and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to our Privacy Policy.

Questions/Comments

If you have any questions, comments or requests regarding any aspect of the Privacy Policy, please do not hesitate to contact us by sending an email to design@claxton-hall.co.uk alternatively send a letter to our office at 1 Vine House, 3 Oak Street, Fakenham, NR21 9DX.



New Builds - Conversions - Extensions - Renovations - Alterations