

NASWAD LIMITED PRIVACY POLICY

Naswad Limited cares about and respects your privacy. For this reason, we collect and use personal data only as it might be needed for us to deliver to you our services. Naswad Limited privacy policy is compliant to GDPR regulations.

YOUR PERSONAL DATA INCLUDES INFORMATION SUCH AS:

- Name
- Address
- Telephone Number
- Email address
- Other data collected that could directly or indirectly identify you.

Our Privacy Policy is intended to describe to you how and what data we collect, and how and why we use your personal data. It also describes options we provide for you to access, update or otherwise take control of your personal data that we process.

If at any time you have questions about our practices or any of your rights described below, you may reach our Data protection officer ("DPO") by contacting us at mail@waddington.je

INFORMATION WE COLLECT:

We collect information to provide the best possible experience when you use our Services. Much of what you consider personal data is collected directly from you when you:

1. Purchase any of our services (eg: billing information, including name, address);
2. Complete contact or chat forms from us (eg: email)

However, we also collect additional information when delivering our Services to you to ensure necessary and optimal performance. These methods of collection may not be as obvious, so we wanted to explain what these might be and how they work.

Account related information is collected in association with your use of our Services, information requests and notes or details on our interactions.

HOW WE USE INFORMATION:

We strongly believe in both reducing the amount of data we collect and limited the use and purpose of that data to only:

1. Data for which we need to support your service
2. Data necessary to deliver the services you have purchased
3. Data we might be required or permitted to keep for legal compliance or other lawful purposes.

These uses include:

- Improve and optimise the operation and performance of our Services
- Diagnose problems with and identify any security risks or errors.





SHARING WITH TRUSTED THIRD PARTIES:

We may share your personal data with a trusted third-party service providers as necessary for them to perform services on our behalf, such as:

- Preparing quotes and Tenders
- Contractors
- Quantity Surveyors

We only share your personal data as necessary for any third party to provide the service as requested or as needed on our behalf. These third parties are subject to strict data processing terms and conditions and are prohibited from utilising sharing or retaining your personal data for any purpose other than as they have been specifically contracted for.

HOW WE SECURE, STORE, AND RETAIN YOUR DATA:

We follow generally accepted standards to store and protect the personal data we collect, both during transmission and once received and stored, including utilisation of encryption where appropriate. We retain personal data only for as long as necessary to provide the Service you have requested and thereafter for a variety of legitimate legal or business purposes.

These might include retention periods:

- Mandated by law, contract, or similar obligations applicable to our business operations;
- for preserving, resolving, defending, or enforcing our legal / contractual rights; or
- needed to maintain adequate and accurate business and financial records.

HOW YOU CAN ACCESS, UPDATE OR DELETE YOUR DATA

To easily access, update or delete, your personal data (where available), please contact us by one of the methods described in the 'Contact us' section below.

If you make a request to delete your personal data and that data is necessary for the products or services you had purchased, the request will be honoured only to the extent it is no longer necessary for any Services required for our legitimate business purposes or legal or contractual record keeping requirements.

CHANGES IN OUR PRIVACY POLICY:

We reserve the right to modify this Privacy Policy at any time. If we decide to change our Privacy Policy, we will post those changes to this Privacy Policy and any other places we deem appropriate, so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it. If we make material changes to this Privacy Policy, we will notify you here, by email, or by means of a notice on our home page, at least thirty (30) days prior to the implementation of the changes.

CONTACT US:

If you have any questions, concerns or complaints about our Privacy Policy, our practices, or our Services, you may contact our Office by email at mail@waddington.je. In the alternative, you may contact us by either of the following means:

- By mail: Naswad Limited T/A Waddington Architects, St Andrew's Studios, 3 St Andrew's Place, Charing Cross, St Helier, Jersey, Channel Islands, JE2 3RP
- By telephone: 01534 766788

We will respond to all requests, inquiries or concerns within thirty (30) days.

DATE LAST MODIFIED: OCTOBER 2018