

## Privacy

Haines Phillips Architects is an architectural partnership. Our registered office is: 12 Argyle Walk, Tankerton Works, London WC1H 8HA.

This privacy policy explains how Haines Phillips Architects use any personal information we collect about you when you use this website.

### What information do we collect about you?

We collect information about you when you contact us, sign up for our e-newsletter or engage us for our services. Website usage information is collected using cookies.

### How will we use the information about you?

We collect information about you to process your enquiry, engage us to provide services, to manage your project and to manage your account and, if you agree, to maintain contact with you in the future to update you about the services we provide, or supply you with information which we think may be of interest to you. Haines Phillips Architects will not share your information with third parties for marketing purposes.

### Marketing

We would like to send you, from time to time, information about our services or other information, which we feel, would benefit, or be of interest to you. If you have consented to receive marketing you may opt out at a later date.

You have the right at any time to stop us from contacting you for marketing purposes and if you no longer wish to receive marketing information from us, you can do the following:

- If you receive our marketing information via email, you can click the unsubscribe link at the bottom of the email and this will automatically update our mailing list.
- If you receive emails or telephone contact directly from us and wish to withdraw your consent to contact you, please notify us and we will update our contact information accordingly

### Access to information and correction

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please email [enquiries@hainesphillips.co.uk](mailto:enquiries@hainesphillips.co.uk) or write to us at the address provided on the 'How to contact us' section.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

You have a right to be forgotten and may ask us to delete personal information we hold on you by contacting us at [enquiries@hainesphillips.co.uk](mailto:enquiries@hainesphillips.co.uk) or by writing to us for further guidance.

### **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 visitors use of the website and to compile statistical reports on website activity.

This website does not store any information that would, on its own, allow us to identify individual users of this service without their permission. Any cookies that may be used by this website are used either solely on a per session basis or to maintain user preferences. Cookies are not shared with any third parties.

For further information visit [www.aboutcookies.org](http://www.aboutcookies.org) or [www.allaboutcookies.org](http://www.allaboutcookies.org)

### **Other websites**

Our website contains links to other websites such as:

- Facebook
- Twitter
- LinkedIn
- Instagram
- Pinterest
- Houzz
- YouTube

This list may be expanded in the future but it should be noted that this privacy policy only applies to this website so when you link to other websites you should read their own privacy policies. Please note that the presence of a link to another website on our website does not imply any kind of endorsement or recommendation of that site.

### **Changes to our privacy policy**

We keep our privacy policy under regular review and we will place updates on this page. This privacy policy was updated on 17<sup>th</sup> May 2018.

### **How to contact us**

If you have any questions relating to this policy, please contact us at:

Haines Phillips Architects

12 Argyle Walk

Tankerton Works

London WC1H 8HA

Phone: 020 7833 9324

Fax: 020 7837 2864

Email: [enquiries@hainesphillips.co.uk](mailto:enquiries@hainesphillips.co.uk)