

Privacy Notice

Who are we?

HW Architects Ltd t/a HW Party Wall Surveyors

Our contact details

Name: HW Party Wall Surveyors

Address: The Blackfriars Foundry, 156 Blackfriars Road, London, SE1 8EN

Phone Number: +44 (0) 20 3239 6044

E-mail: info@hwarchitects.co.uk

HW Party Wall Surveyors understands that your privacy is important to you and that you care about how your personal data is used. HW Party Wall Surveyors is committed to ensuring that your privacy is protected, and we explain in this document how we handle and protect the personal data that we collect.

What is personal data?

Personal data, also known as personal information or personally identifiable information is any information relating to an identifiable person.

The type of personal information we collect and Why

We currently collect and process the following information:

- Names
- Business Names
- Addresses
- Contact Numbers
- Email Addresses
- Records of correspondence between you and us
- Details of accounting transactions

How we get the personal information and why we have it

We may collect and process your personal data when you request information about us or our services. This is information you voluntarily give us by entering information via our site, our social media platforms or corresponding with us by phone, email or otherwise.

- Legitimate interest - Our legitimate interest to communicate in response to enquiries, to inform you of our services, to negotiate possible contracts, and in the normal course of business.

Date: 27/03/2025

- Contractual Obligations – To carry out our obligations arising from any contracts entered in to between you and us.

Sharing your personal information

If we provide you with our services or enter into contractual obligations it may be necessary to share your personal information with our professional advisors (Our Accountants), external service providers (including without limitation Local Authority Planners, Building control departments and Highways etc) and our third-party suppliers for business administration.

If we were unable to process this personal data we would not be able to provide you with our services.

Disclosure of Your Information

As well as the above we may also disclose your personal information to third parties:

- in the event that we sell or buy any business or assets, in which case we may disclose your personal data to the prospective seller or buyer of such business or assets;
- if we or substantially all of our assets are acquired by a third party, in which case personal data held about our customers or users will be one of the transferred assets;
- if we are under a duty to disclose or share your personal data in order to comply with any legal obligation

How we store your personal information

Your information is securely stored on our company servers and only authorised members of staff have access to it.

Retention of personal data

HW Party Wall Surveyors shall maintain records of all clients for the statutory periods to comply with all legal requirements:

For those clients that enter into a contract with us, records may be kept for up to 15 years (post project completion) in case of any legal claim/complaints etc.

For those that make enquiries about our services, but do not enter into a contract, contact information will be kept for up to 2 years.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at info@hwarchitects.co.uk if you wish to make a request.

Once the retention period expires, personal data shall be deleted. Therefore, the right to access, the right to erasure, the right to rectification and the right to data portability cannot be enforced after expiration of the retention period.

Links to other websites

Our Website may, from time to time, contain links to and from other websites. 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.

How to make a complaint

If you have any concerns about our use of your personal information, you can make a complaint to us at info@hwarchitects.co.uk.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>