

# Data Protection Privacy Statement



ARCHITECTS



PROJECT  
SAFETY



FACILITIES  
MANAGEMENT

## Data Protection Privacy Statement

Trent Architecture + Design Limited committed to following good practice for handling personal information in accordance with the principles of the General Data Protection Regulations 2018. The eight principles ensure your personal data is:

1. Processed fairly and lawfully
2. Processed only for specified and lawful purposes
3. Adequate, relevant and not excessive in relation to the purpose(s) for which it is processed
4. Accurate and up to date
5. Not kept for longer than is necessary
6. Processed in line with your rights as the data subject
7. Kept safe and secure
8. Not transferred outside the European Economic Area unless the country has an adequate level of protection for your rights as the data subject

The Data Controller for your personal data is Jayne Mansell

## Your rights as the data subject

This is the sixth data protection principle and the rights that it refers to include:

- a right to have access to a copy of your personal data;
- a right to object to processing that is likely to cause or is causing damage or distress;
- a right, in certain circumstances, to have inaccurate personal data rectified, blocked, erased or destroyed.

## Contact


If you have any comments or questions regarding this statement, please contact the Data Protection Coordinator at our Registered Office address:

Trent Architecture + Design Limited  
Smithy Wood House  
Smithy Wood Crescent  
Sheffield  
S8 0NU

## Signature of Person Responsible for Policy

Name: Kevin J Rayworth

Position: Managing Director

Signed:  .....

Date: 01 May 2018