

# K N O T T A R C H I T E C T S

## KNOTTARCHITECTS GDPR POLICY

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### 1. Person assigned as responsible in regard to GDPR

- George Knott, director at Knott Architects.

### 2. Personal data held by Knottachitects

#### Staff

- Name
- Date of birth.
- Residential address.
- Contact details (email / phone numbers.)
- Emergency contact details / next of kin.
- National Insurance number.
- Bank account paying in details.
- Professional accreditations.

#### Clients

- Name.
- Address.
- Contact details (email / phone numbers.)
- Bank account paying in details.

#### Business-to-business contacts

- Name(s)
- Address(s)
- Contact details (email / phone numbers)
- Insurance cover details
- VAT and Company registration numbers
- Bank account paying in details

### 3. Lawful basis for holding / processing data - All data is for the legitimate business purposes in order to:-

- Process the company pay role.
- Comply with professional institute requirements.
- Address personnel emergencies.
- Carry out business to business transactions.
- Maintain various insurance policies.

### 4. Availability of data storage / processing policies

- This document is published on Knottarchitects website

### 5. Rights of other people / organisations

- This document is published on Knottarchitects website
- On request any person or organisation may have access to any data specific to them that is held by Knottarchitects.
- On request any person or organisation can request the correction, modification, restriction or deletion of any data .

### 6. Procedures for protection

- Two secure back-up systems.
- Password protected.
- Encrypted where necessary.