

25<sup>th</sup> May 2018

## Wylde IA Privacy Notice



### 1. Introduction

Wylde Interior Architecture Ltd (Wylde IA) is a Bristol based, independent Workplace Consultant & Interior Design studio which specialises in commercial office buildings, schools & universities, restaurants & residential schemes.

Wylde IA work directly with clients across the UK and worldwide in partnership with surveyors, property developers & landlords, third party suppliers, architects and fit-out companies to create inspiring places to work, learn, rest & play.

For the purpose of the Data Protection Act 1998 (“the Act”), the data controller is Wylde Interior Architecture Limited, registered as a company in England and Wales under company number 04810940 at registered office address Office 1, The Coach House, 24-26 Station Road, Shirehampton, Bristol, BS11 9TX.

### 2. Data Collection

Wylde IA provides consultancy services to businesses. In order to provide certain services, we will need to collect data from our clients for contractual and invoicing purposes. In addition to this, we work with multiple suppliers and will collect personal information from them for administrative and accountancy reasons. When working with us in any capacity, we might collect the following personal information:

- Client/Supplier Name
- Company Name
- Postal Address
- Contact Information
- Client Representative Information
- Site Information
- Bank details

We only collect basic personal data about you which does not include any special category data. This does however include name, business address, business email and contact number(s).

### 3. When do we collect personal data?

Wylde IA collects personal data when you:

- Enquire about design consultancy services;
- Subscribe to our newsletter;
- Enquire about competitions and events;
- Participate in the Happiest Workplace competition;
- Contact Wylde IA in general

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We do not ask that you provide any sensitive personal data. This is data revealing information about an individual's racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade-union membership, and includes genetic data, biometric data (for the purpose of uniquely identifying an individual), data concerning health, or data concerning a natural person's sex life or sexual orientation. We ask that you do not provide any sensitive personal data.

### 4. What we do with your data

Data that we hold is from past, current and prospective projects, professional contacts, industry professionals, suppliers, third party consultants and sub-contractors. Your data including your contact details and any other information provided by you may be stored in our client and contacts database(s) and may be viewed by our employees in any place in which we conduct our business.

- Data will only be used for the purpose for which it was provided;
- Business data provided will be shared with employees, stakeholders, and consultants within the organisation;
- Digital data will be stored on personal work computers, with up to date software and password protected by the operative;
- Personal work computers that are removed from the office will be under the charge of a set employee with instructions to safeguard the computer;
- Any other device used to access the data will be password protected;
- Employees are instructed not to transfer or share data outside of the company;
- We will not collect data for anyone under the age of 18;
- Hard-copy personal data will be kept within locked facilities at the company office.

### 5. Why we need it

We collect, store and process data about our clients, suppliers, partners and other third parties for the purposes of business operations. This could include:

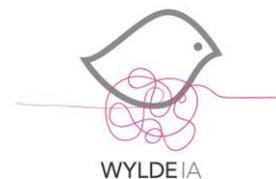
- General (non-marketing) commercial communications or enquiries;
- Administration, accounting & auditing;
- Project fulfilment;
- Wylde IA social events & competitions;
- Recruitment;
- Sending you email notifications which you have specifically requested;

### 6. Data processing, sharing and basis for sharing

We will not collect any personal data from you that we do not need in order to carry out our business operations. Wylde IA's legal grounds for processing data are either for the performance of a contract or legitimate interest.

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### 7. Third Party Data Processors

Below is a complete list of the current third-party data processors that we work with:

SHG –IT support & data backup

GW Jones - accounting & payroll services

Mammal Create / Slice Studios – hosts our website

MailChimp - marketing automation platform & an email marketing service

SurveyMonkey – design, develop and host surveys

### 8. Recruitment & Selection

If you apply for a role or express your interest in employment with us, we may collect, store and use your contact details, CV and covering letter, as well as any references provided or obtained, for the purposes of processing your application and for general recruitment and selection purposes.

We may retain your CV and covering letter for future recruitment opportunities for a period of 12 months. After which your details will be securely destroyed.

Successful applicants will be asked to provide proof of their right to work in the UK, proof of qualifications and references. We will ask for your explicit consent to process all personal data.

Your details will never be used to send you marketing information unless you have asked us to do so.

Please contact us by email ([Design@wyldeia.co.uk](mailto:Design@wyldeia.co.uk)) if you want us to erase your application details.

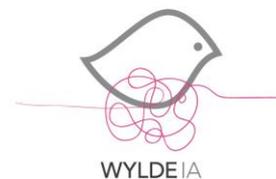
### 9. Security

Your data is stored securely on firewall protected network servers. Access to our servers is controlled and protected with passwords.

### 10. Wylde IA Website cookies

#### What is a cookie

Cookies are small files of letters and numbers that a website creates on your computer. They help the website remember you and make your experience on the site faster and easier. They do not create or store any information that can identify you personally. If you continue exploring our site, we'll assume you're ok with cookies.



## How do we use cookies?

Like most websites, we use cookies to help us improve your experience of our site. Without cookies, a website will always think you're a new visitor every time you move to a new page on the site.

## What to do if you don't want cookies?

Most Internet browsers automatically accept cookies but you can change your settings so that you are notified whenever you are sent a cookie. Or, if you don't like the idea of cookies, it is easy to delete cookies that have already been set and stop sites from setting new ones. Here's how to do this in different browsers:

### ***Google Chrome***

You can change your cookie settings in Chrome using the wrench icon on the toolbar. After clicking on the wrench, select 'settings', then 'show advanced settings', and then the 'content settings' button.

### ***Mozilla Firefox***

You can manage cookie settings in Firefox from the preferences window's privacy panel. To access the preferences window, click on the Firefox menu on the menu bar and select 'preferences'.

### ***Safari***

To change your cookie settings in Safari, select 'preferences' from the Safari menu and then click 'privacy'.

### ***Internet Explorer***

You can block cookies in Internet Explorer by clicking the tools button, and then clicking 'internet options'. To delete cookies, select 'safety' from the tools button and then click 'delete browsing history'.

## Links

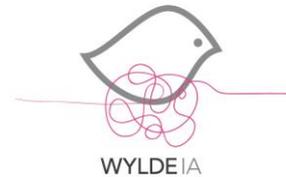
This website may contain links to other sites of interest. Please note that we are not responsible for the privacy practices of other sites. We recommend you read the privacy statements on entering other sites. This privacy statement applies only to information collected by this website.

## Google Analytics

We use Google Analytics to analyse the use of this website. Google Analytics generates statistical and other information about website use by means of cookies, which are stored on users' computers. The information generated relating to our website is used to create reports about the

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use of the website. Google will store this information. Google's privacy policy is available at: <http://www.google.com/privacypolicy.html>

Google Analytics collects information anonymously. It reports website trends without identifying individual visitors. You can opt out of Google Analytics without affecting how you visit our site – for more information on opting out of being tracked by Google Analytics across all websites you use, visit this Google page.

### 11. Wylde IA newsletter

We'd like to keep in touch with you and to keep you up to date with news from Wylde IA HQ and other relevant news items. We limit these newsletters to once per month. We have reviewed our distribution list and removed personal email addresses. We hope that you find these emails interesting and informative. If, however you would prefer not to receive these emails then you can unsubscribe at any time.

#### Unsubscribing from the newsletter

If you wish to stop receiving newsletters from Wylde IA at any time, please click the link at the footer of the email to unsubscribe or email us at [design@wyldeia.co.uk](mailto:design@wyldeia.co.uk)

Wylde IA uses MailChimp (marketing automation platform and an email marketing service) to build and distribute our monthly newsletter. We therefore import our distribution list onto MailChimp's secure server. Data that we import includes first, last name, company name and business email address. MailChimp do not under any circumstances, sell our distribution lists. For further information about MailChimp's privacy policy please go to <https://mailchimp.com/legal/privacy/>

### 12. Happiest Workplace Competition data

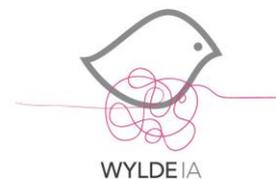
If you enter the Wylde IA Happiest Workplace Competition, the contact details you provided at the time of entering the competition will be stored electronically. We ask that you provide us with business contact details rather than a personal contact information.

We retain the data from each competition as this gives us valuable insights into the trends of happiness and wellbeing in the workplace. This allows us to improve the competition each year. We will ask you at the time of entering the competition whether you are happy for Wylde IA to retain your data. You have the right to request that we erase any personal data by sending an email to [Design@wyldeia.co.uk](mailto:Design@wyldeia.co.uk)

We use SurveyMonkey to design, develop and collect the competition entries. Please refer to SurveyMonkey's privacy policy [https://www.surveymonkey.com/mp/legal/privacy-policy/?ut\\_source=footer](https://www.surveymonkey.com/mp/legal/privacy-policy/?ut_source=footer)

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### 13. Wylde IA emails

Confidentiality: emails and attachments are confidential and may be privileged. If you have received an email in error, please send it back to us and immediately and permanently delete it. Do not use, copy or disclose the information contained in the message or any attachment.

Internet communications cannot be guaranteed to be secure or error-free as information can be intercepted, corrupted, lost, destroyed, arrive late or incomplete. Therefore, we do not accept responsibility for any errors or omissions that are present in email messages, or any attachment, that have arisen as a result of e-mail transmission

Viruses: No liability is accepted for viruses and it is your responsibility to scan any attachments.

### 14. Data retention

We retain records in electronic form and maintain adequate backup procedures in the event of data corruption or destruction.

Contact data remains on our contact database indefinitely, due to long lead times, frequent repeat business and continued interaction with our clients, suppliers and third parties.

All financial data is kept by us for 6 years pursuant to HMRC law. After 7 years this paperwork is securely destroyed though digital data may be stored longer.

Project information is kept indefinitely. Employees use notebooks which form the basis of our legal records, which are admissible in construction law. We take notes of all conversations with contractors, clients and other members of the design team and date them.

### 15. Your rights

If at any point you believe the information we process on you is incorrect you request to see this information and have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact a Director or our Office Manager who will investigate the matter.

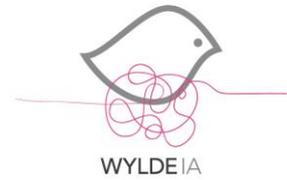
If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law you can complain to the Information Commissioner's Office (ICO) <https://ico.org.uk/concerns/>

### 16. Changes to our policy

We reserve the right to make changes to our Privacy Policy, and we will post those changes on this page. Please review this page on a regular basis for changes. We will use information in accordance with the Privacy Policy Statement under which the information was collected.

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### 17. Contacting us

We welcome any queries, comments or requests you may have regarding this policy. Please do not hesitate to contact us at [Design@wyldeia.co.uk](mailto:Design@wyldeia.co.uk)