



MATT+FIONA Privacy Policy

The following policy forms the basis of MATT+FIONA's Privacy Policy and Data Protection procedures to comply with General Data Protection Regulations (GDPR) 2018.

Our contact details

Name: MATT+FIONA

Address: Studio 37, MakeSpace Studios, Newnham Terrace, London SE1 7DR

Phone Number: 020 7692 5950

E-mail: info@mattandfiona.org

Privacy notice completed: September 2022

Privacy notice to be updated: September 2023

The type of personal information we collect

We currently collect and process the following information in order to carry out our role as an education organisation.

- Client contact and address details
- Client financial information
- Employee data related to employment contracts
- Volunteer contact details, address details, professional experience, experience of working with young people, relevant medical information, participation in projects, dates and locations
- Teacher contact and address details
- Newsletter recipients' email addresses
- Website user statistics
- Young people's contact details, date of birth and parent / guardian contact details

How do we collect and process information from you?

It is necessary for MATT+FIONA to collect and process this data to allow the completion of contracts (client and employment) and to undertake projects with schools and young people. Both MATT+FIONA and the client and/or participant will need to agree to this processing as part of agreeing the appointment and / or participation. We may collect data directly from you, from email, phone calls or letters.

This data will be processed for the following purposes:

- In emails and letters
- For project delivery
- In project brief documents
- On drawings (physical, PDF or live digital drawing files)
- On physical models
- Through common data environments/cloud information

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Participation in one of our programmes and the data we require related to delivering that programme for you
- Forming a contract with us
- Working for us (employment or freelance)
- Signing up to receive our newsletter and providing your email address

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are: **[delete as appropriate]**

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting Fiona MacDonald (Director) on fiona@mattandfiona.org

(b) We have a contractual obligation.

How we store your personal information

We endeavour to ensure that all personal data we collect from you is up to date and accurate.

In projects where a building or large temporary or permanent installation is created, it is necessary for personal data relating to Project Data to be maintained for the same period as the project liability which will be specified in the Architect's appointment as either 6 or 12 years. Personal Data collected and processed for projects which do not progress to full appointments will be maintained for 6 years as standard. After this it is destroyed.

The purpose for the collection of this personal data is to deliver the project for which we are working with you. As part of our delivery, we will need to communicate regularly with both the owner of the personal data, and other third parties who are connected to the project.

We may need to share names, addresses, email addresses, phone numbers and organisation information between relevant parties for the reasons listed above in our processes list.

MATT+FIONA is not able to control how information may be subsequently processed by other third parties once a drawing or document has been issued for a legitimate purpose. However, we will always work in communication with our clients and participants to ensure they are aware and in agreement with what information is shared with any party. At any time, you may request to know how and where any personal data is being used in the delivery of a project.

Names and addresses may additionally be required to be shared on public platforms such as the Planning Portal for planning applications to Local Authorities. It is a requirement of planning applications that at least the surname and first line of the address of the applicant is submitted as part of the public planning process and MATT+FIONA cannot be responsible for how this data is processed once released into the public realm.

Banking information is used solely for MATT+FIONA invoicing and payment purposes and will never be shared with any third party. Banking data is stored separately from other personal details and is accessible only by the MATT+FIONA Directors and accountants.

On projects where MATT+FIONA acts loco parentis for the care of minors, we keep a record of the young people who have participated in our programmes. It is stored on a secure part of our server that only the directors have access to. The age at which a child can give their own consent under the GDPR, is 16 years. However, in the UK that age limit has been lowered to 13 years by the DPA 2018. We make every reasonable effort to verify that, where consent is given by a parent or guardian, that that person does actually have parental responsibility for the child. When working in international contexts, we comply with the age limits applicable in each country. We regularly review available age verification and

parental responsibility verification mechanisms to ensure we are using appropriate current technology to reduce risk in the processing of children's personal data.

- We comply with all the requirements of the UK GDPR, not just those specifically relating to children and included in this checklist.
- We design our processing with children in mind from the outset, and use a data protection by design and by default approach.
- We make sure that our processing is fair and complies with the data protection principles.
- As a matter of good practice, we use Data Protection Impact Assessments (DPIAs) to help us assess and mitigate the risks to children.
- If our processing is likely to result in a high risk to the rights and freedom of children then we always do a DPIA.
- As a matter of good practice, we take children's views into account when designing our processing.

All Personal Data is stored securely on MATT+FIONA servers which are appropriately protected and encrypted. Contact information is stored in a central location on the MATT+FIONA server which is accessible by MATT+FIONA staff only. MATT+FIONA uses an encrypted back off-site backup, and an encrypted internet cloud based backup which conforms to the requirements of GDPR.

If you do not agree with the MATT+FIONA privacy policy for Contractual agreements, MATT+FIONA will not be able to undertake the full appointment and will therefore not be able to deliver the project as proposed.

MATT+FIONA will continually review our privacy policy and if there are any changes required we will notify you with our updated policy.

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 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@mattandfiona.org if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at info@mattandfiona.org or by calling 020 7692 5950.

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>