

## **PRIVACY POLICY**

### **What information we collect about you;**

We collect information about you when contact is made via the website, email, by phone, or face-to-face. This information is collected to allow us to communicate with you about your project(s) and includes personal contact information, such as name, address, email address, and telephone numbers.

Matz Architecture does not collect or store sensitive personal data, i.e. bank details.

### **How we use the information about you;**

We collect information about you to manage your account and to provide services to you as a client.

We use your information collected from the website in order to establish initial contact if requested.

Matz Architecture operates its business on client confidentiality and will not share your information with outside parties for marketing purposes. We may share your data with third parties to obtain products or services that you order. This may include: Your name, address, contact details such as email address and/or telephone, or specific product information relating to the project we are undertaking for you. We would obtain permission from you prior to passing this information on.

### **Marketing;**

Matz Architecture does not actively participate in the distribution of marketing information relating to the company, or any third party but instead promotes their business through social media, i.e. Facebook, Instagram, Houzz and Pinterest.

### **How long we store the information for;**

Matz Architecture stores personal information for so long as it is required for the purposes it was collected for in order to comply with our Professional Indemnity Cover.

### **Cookies;**

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity.

For further information visit [www.aboutcookies.org](http://www.aboutcookies.org) or [www.allaboutcookies.org](http://www.allaboutcookies.org).

You can set your browser not to accept cookies and the above websites tell you how to remove cookies from your browser, however in a few cases some of our website features may not function as a result.

### **Other websites;**

Our website contains links to other websites. This privacy policy only applies to this website, so when you link to other websites you should read their own privacy policies.

### **Queries;**

If you have any queries or concerns relating to the above, please contact us via email at [gavin@matzarchitecture.com](mailto:gavin@matzarchitecture.com)

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