

Christopher James Architecture (CJA) is a CIAT Registered Architectural Practice based in Reading. This website is managed by Christopher James Architecture. In managing this website, Christopher James Architecture complies with UK and EU data protection regulations and is governed by the UK Information Commissioner's Office (ICO). The company assumes the role of the data controller as defined by the EU General Data Protection Regulation (GDPR) 2018.

Your privacy is important to us, so if you have any questions about this website or the contents of this Privacy Policy, please contact Christopher James Architecture at chris@christopherjamesarchitecture.co.uk or at our postal address. Gary Jones, Emerald Colour, is the officer of the company with responsibility for GDPR compliance. Further contact details are available on the Contact page (link) of this website.

Identifying Information

1. Christopher James Architecture collects certain personal information from you when you submit your information through our contact form, including but not limited to your name and e-mail address. The information we collect from you is disclosed only in accordance with this Privacy Policy.
2. This site uses cookies from Google Analytics, which helps Christopher James Architecture to understand where the site traffic arrives from. You can view further details about their privacy policy here: <http://www.google.com/policies/privacy/>.
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4. Marketing document download cookie. When you choose to download one of the Christopher James Architecture case studies, whitepapers or other marketing materials, we ask that you fill in some details about yourself. This cookie ensures that we don't ask for the same details every time you visit.
5. Quantcast/QuantServe. This is in place on all WordPress blogs, which this website uses. You can view their privacy policy here: <http://www.quantcast.com/how-we-do-it/consumer-choice/privacy-policy>.
6. WordPress php Session Id cookie. This cookie holds non-identifying information to remember, for example, recently viewed information.

Non-Identifying Information and Cookie Policy

8. Whenever you visit this website, we may collect non-identifying information, including your IP address, referring URL, browser type, operating system, cookie information, and Internet Service Provider. Without a legal request lodged in the UK, voluntary compliance on the part of your Internet Service Provider, or additional records from a third party, this information cannot usually be used to identify you.
9. Cookies are information packets, in the form of small text files, sent by web servers to web browsers, and stored by the web browsers. The information is then sent back to the server each time the browser requests a page from the server. This enables a web server to identify and track web browsers. There are two main kinds of cookies: session cookies and persistent cookies. Session cookies are deleted from your computer when you close your browser, whereas persistent cookies remain stored on your computer until deleted, or until they reach their expiry date. You consent to cookies if you continue to use our website.

Use of Your Information

10. We may use the Identifying or Non-Identifying information about you to:

- Enhance, personalise or improve the user experience, our website, or our services;
- Perform any other function that we believe in good faith is necessary to protect the security or proper functioning of our website or services.

We take no responsibility for any stored information in your cache, including cookies, or in other devices that may store information, and disclaim all liability of such.

Third Party Websites

11. Christopher James Architecture and its users may link to third party websites on the website. These third-party websites are not screened for privacy or security issues by Christopher James Architecture, and you release us from any liability for the conduct of these third party websites.

Please be aware that this Privacy Policy, and any other policies in place, in addition to any amendments, does not create rights enforceable by third parties or require disclosure of any personal information relating to participants. Christopher James Architecture bears no responsibility for the information collected or used by any advertiser or third party website. Please review the privacy policy for each site you visit through third party links.

Third Party Access to Your Information

12. Although you are entering into an agreement with Christopher James Architecture to disclose your information to us, please be advised that we do use third party individuals and organisations to assist us with this website, including but not limited to contractors, web hosts and maintenance providers.

It is therefore necessary that you grant the third parties we may use in the course of our business the same rights that you afford us under this Privacy Policy. For this reason, you hereby agree that for every authorisation which you grant to us in this Privacy Policy, you also grant to any third party that we may hire, contract, or otherwise retain the services for the purpose of operating, maintaining, repairing, or otherwise improving or preserving our website or its underlying files or systems. You agree not to hold us liable for the actions of any of these third parties, even if we would normally be held vicariously liable for their actions, and that you must take legal action against them directly should they commit any tort or other actionable wrong against you.

Release of Your Information for Legal Purposes and Subject Access Requests

13. It may become necessary for Christopher James Architecture to release your information in response to a request from a UK, EU or other international government agency or a private litigant. You agree that we may disclose your information to a third party where we believe, in good faith, that it is necessary to do so for the purposes of a civil action, criminal investigation, or other legal matter. In the event that we receive a subpoena affecting your privacy, we may elect to notify you to give you an opportunity to file a motion to quash the subpoena, or we may attempt to quash it ourselves, but we are not obligated to do either. You release us from any damages that may arise from or relate to the release of your information to a request from UK law enforcement agencies or private litigants.

14. Under the EU GDPR (2018) legislation, you are now entitled to make a Subject Access Request for Christopher James Architecture to release a copy of all the personal information that we hold about you for no charge. You must submit proof of ID before we can comply with your request, and after identification is provided and verified, we will comply with your request within one month. We do not process individual data or sensitive data. Further, we do not keep records of data processing because we do not process data, and as a small business with less than 250 employees, we are not required to keep records of data processing.

Your Right to Erasure

15. You have the right to request that your data is erased by Christopher James Architecture at any time and without undue delay. Please email chris@christopherjamesarchitecture.co.uk and state 'Request to erase data' in your title or write to the CEO of Christopher James Architecture at our postal address. In either case, state all of your details and we will contact you to confirm that all of your data has been deleted. However individuals cannot use the Right to Erasure to avoid any financial liabilities should they be incurred.

Commercial and Non-Commercial Communications

16. Christopher James Architecture will only send e-mails to you about Christopher James Architecture, our website and our services in response to enquiries at your request.

Security Measures

17. We take certain measures to enhance the security of our website and services, as it is in our interest to do so. However, we recommend that you use anti-virus software, firewalls, and other precautions to best protect yourself from any online security threats.



CHRISTOPHER JAMES
ARCHITECTURE

18. If we are notified or made aware of a potential serious data breach to this website, where security of personal data may have been breached, Christopher James Architecture will notify the relevant legal body in the UK, The Information Commissioner's Office (ICO), within 72 hours or without undue delay. We will provide the required information as stated under GDPR. If the risk posed to the freedoms and rights of any individuals is high, we will inform all concerned individuals without undue delay, stating the nature and date of the breach, the likely consequences and the name of the officer of the company with responsibility for GDPR compliance.

Amendments

19. We may amend this Privacy Policy from time to time. When we amend this Privacy Policy, we will update this page accordingly. You must read this page each time that you access our website or services, and your continued use of our website or services shall constitute your acceptance of any such amendments.

This privacy policy was last updated on 25 April 2018 and is compliant under the EU General Data Protection Regulation (GDPR) 2018.