



Privacy Policy

muf architecture/art LLP are a Limited Liability Partnership registered in England and Wales

Registered Number OC310447

Registered Office: 72-74 Mare Street, London E8 4RT

Our Privacy Policy contains important information about what personal details we collect; what we do with that information; who we may share it with and why; and your choices and rights when it comes to the personal information you have given us.

WHAT DATA DO WE COLLECT

muf architecture/art collect:

- Information about who you are (Name and Contact Information including email address, telephone number and address if applicable)
- Information about your contact with us e.g. meetings, phone calls, emails / letters and your response to a consultation event or digital consultation platform
- Information you may provide us about other people such as a community organisation or company that you are representing through your contact with us.
- Your demographic data if required as part of a formal or statutory consultation.

HOW DO WE COLLECT YOUR DATA

We may collect your personal information directly from you, from a variety of sources, including:

- Initial contact via email
- Phone conversations with us
- Emails or letters you send to us
- Through formal consultation such as public meetings, workshops and digital consultation platforms

Our Company may also receive your data indirectly from the following sources:

- Social media
- Supplied by a client body at the inception of a project

HOW WE WILL USE YOUR DATA

Our company collects your data to:

- Inform you of a project that is being developed in your area
- Make a record of email or telephone correspondence or record your response in a public meeting, workshop or on a digital consultation platform
- Establish how broadly representative of a community a formal or statutory consultation has been.
- To report on a consultation or the development of a design brief to a client or funding body, such as the GLA, a Local Authority or Private Developer.

HOW DO WE STORE YOUR DATA

Our company stores your data on a secure server, it is kept private and we ensure all personal information is properly protected in accordance with GDPR regulations.

Our Company will keep your contact details and consultation response for the duration of a project. Once this time period has expired your data will be archived securely.

WHAT ARE YOUR DATA PROTECTION RIGHTS

Our Company would like to make sure you are fully aware of your data protection rights. Every user is entitled to the following:

The right to access - You have the right to request Our Company for copies of your personal data. We may charge you a small fee for this service.

The right to rectification - You have the right to request that Our Company correct any information you believe is inaccurate. You also have the right to request Our Company to complete information you believe is incomplete.

The right to erasure - You have the right to request that Our Company erase your personal data, under certain conditions.

The right to restrict processing - You have the right to request that Our Company restrict the processing of your personal data, under certain conditions.

The right to object to processing - You have the right to object to Our Company's processing of your personal data, under certain conditions.

The right to data portability - You have the right to request that Our Company transfer the data that we have collected to another organization, or directly to you, under certain conditions.

We may limit your access if it discloses information about another person or where it could disclose commercially sensitive information.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact studio@muf.co.uk

HOW TO CONTACT US

If you have any questions about Our Company's privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

Email us at: studio@muf.co.uk

HOW TO CONTACT THE APPROPRIATE AUTHORITY

Should you wish to report a complaint or if you feel that Our Company has not addressed your concern in a satisfactory manner, you may contact the Information Commissioner's Office.

The contact details are: <https://ico.org>.