

# Liam Russell Architects Ltd - Privacy Policy

### What type of information do we collect?

We receive, collect and store any information you enter on our website or provide us in any other way. In addition, we collect the Internet protocol (IP) address used to connect your computer to the Internet; login; e-mail address; computer and connection information. We may use software tools to measure and collect session information, including page response times, length of visits to certain pages, page interaction information, and methods used to browse away from the page. We also collect personally identifiable information (including name, email, communications); comments, feedback, reviews, recommendations, and personal profile.

# How do we collect information?

When you engage with our website, as part of the process, we collect personal information you give us such as your name, address and email address. Your personal information will be used for the specific reasons stated above only.

# Why do we collect such personal information?

We collect such Non-personal and Personal Information for the following purposes:

- 1. To provide and operate the Services;
- 2. To provide our Users with ongoing customer assistance and technical support;
- 3. To be able to contact our Visitors and Users with general or personalised service-related notices and messages;
- 4. To create aggregated statistical data and other aggregated and/or inferred Non-personal Information, which we or our business partners may use to provide and improve our respective services;
- 5. To comply with any applicable laws and regulations.

# How do we store, use, share and disclose your site visitors' personal information?

Our company is hosted on the Wix.com platform. Wix.com provides us with the online platform that allows us to display our products and services to you. Your data may be stored through Wix.com's data storage, databases and the general Wix.com applications. They store your data on secure servers behind a firewall.

#### How do we communicate with our site visitors?

We may contact you to poll your opinions through surveys or questionnaires, to send updates about our company, or as otherwise necessary to contact you regarding our User Agreement, applicable national laws, and any agreement we may have with you. For these purposes we may contact you via email, telephone, text messages, and postal mail.

### How do we use cookies and other tracking tools?

Cookies are small pieces of data stored on a site visitor's browser. They are typically used to keep track of the settings users have selected and actions they have taken on a site. In accordance with data privacy regulations, we must inform our visitors that we are using cookies on our site. You can learn more about cookies here - <a href="https://www.allaboutcookies.org">https://www.allaboutcookies.org</a>.

Please see the section below about our site's cookies. We also have a cookie banner on our site, giving our visitors the opportunity to accept or decline non-essential cookies.

The following links explain how to access cookie settings in various browsers:

- Cookie settings in Firefox
- Cookie settings in Internet Explorer



- Cookie settings in Google Chrome
- Cookie settings in Safari (OS X)
- Cookie settings in Safari (iOS)
- Cookie settings in Android

To opt out of being tracked by Google Analytics across all websites, visit this link: http://tools.google.com/dlpage/gaoptout.

### How can LRA site visitors withdraw their consent?

If you don't want us to process your data anymore, please contact us at office@liamrussellarchitects.co.uk or send a letter to: LRA, 24 Windlesham Road, Brighton, East Sussex, BN I 3AG.

### Privacy policy updates

We reserve the right to modify this privacy policy at any time, so please review it frequently. Changes and clarifications will take effect immediately upon their posting on the website. If we make material changes to this policy, we will notify you here that it has been updated, so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we use and/or disclose it.

# Questions and your contact information

If you would like to: access, correct, amend or delete any personal information we have about you, you are invited to contact us at office@liamrussellarchitects.co.uk or send a letter to: LRA, 24 Windlesham Road, Brighton, East Sussex, BN1 3AG.