

# PRIVACY POLICY

Your privacy is very important to us. This is an extract of our policy and explains what we collect and how we use and store your data. Should you wish to see a full copy of our Privacy Policy please refer to our company web-site [www.morgancarn.com](http://www.morgancarn.com).

## How we use your information

This privacy notice tells you what to expect when this website collects personal information. It applies to information we collect about you to enable us to provide the services we have agreed. This information is only collected in relation to the 'Newhaven Marina Development'.

We may collect and process the following data about you:

- Information that you provide to us by telephone, e-mail or face to face in relation to the specific project we may be working on with you.
- If you contact us, we may keep a copy of that correspondence on our secure server within the specific project folder.

## Visitors to our websites

When someone visits [www.newhavenmarinadevelopment.com](http://www.newhavenmarinadevelopment.com) we use a third-party service, Wix.com, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way that does not identify anyone. We do not make, and do not allow, any attempt to find out the identities of those visiting our website. If we do want to collect personal identifiable information through our website, we will be up front about this. We will make it clear when we collect personal information and will explain what we intend to do with it.

## People who email us

Any email sent to us, including any attachments, will be stored on our secure server within the specific project folder and only used in relation to that specific project. Email monitoring or blocking software may also be used. Please be aware that you have a responsibility to ensure that any email you send to us is within the bounds of the law.

## Your rights

Under the Data Protection Act 2018, you have rights as an individual which you can exercise in relation to the information we hold about you. From 25 May 2018 the General Data Protection Regulations (GDPR) came into force.

# Confirmation of whether, and where, the controller is processing their personal data

Morgan Carn Ltd is the Data Controller and a Processor. We undertake data processing in the EEA.

## Withdrawal of consent

If at any time you wish us - or any company associated with us - to cease obtaining, using, processing and disclosing personal data about you please contact us to withdraw your consent in writing to:

Mr Mike Goodchild  
Morgan Carn Architects  
Blakers House  
79 Stanford Avenue  
Brighton  
East Sussex  
BN1 6FA

Subject to certain exceptions, you are entitled to have access to your personal data held by us.