

This Privacy Policy was last updated on 24.01.2024.

MICA respects your privacy and is committed to protecting your personal data. This Privacy Policy provides information on how MICA collects and processes your personal data. This Privacy Policy also informs how we look after personal data and tells you about your privacy rights and how the law protects you.

About Us

MICA Architects and our website <https://micaarchitects.com> ("Website") is operated and managed by MICA Architects Limited ("MICA", "we", "us", "our"). We are a company incorporated in England and Wales (company number 10163120) with our registered office address at 1 Poultry C/O Praxis, London, England, EC2R 8EJ.

For the purpose of the Data Protection Act 2018, we are the controller of your personal data.

Contact Details

We have a data privacy manager who is responsible for managing and regularly reviewing this Privacy Policy. If you have any questions about this Privacy Policy, including any requests to exercise your legal rights, please contact the Data Privacy Manager using the details set out below.

Contact Data Privacy Manager
Email privacy@micaarchitects.com
Address MICA Architects Ltd
123 Camden High St
London UK NW1 7JR
Tel. +44(0) 20 7284 1727

Changes to this Privacy Policy and your duty to inform us of changes

We may need to update this Privacy Policy to reflect changes to our practices, technology and legal requirements. We will post any changes we make to this Privacy Policy on our Website from time to time and, where appropriate, notify you by e-mail.

All personal data held by us will be governed by the most recent Privacy Policy posted on our Website, so please regularly check back to see any updates or changes.

It is important that the personal data we hold about you is accurate and up to date. If any of the information that you have provided to us changes, for example if you change your email address or name, please let us know the correct details by contacting our Data Privacy Manager using the Contact Details set out above.

Third-party links

Our Website may include links to third party websites, plug-ins and applications. By following these links or enabling those connections, you will be leaving our Website and we cannot be responsible for any further data collection which may take place on websites other than our own. If you visit third party websites, you may be allowing the third party to collect or share data about you.

We do not control the third-party websites and are not responsible for any of their contents. If you follow a link to a third-party website, we encourage you to read any privacy notice on the third-party website.

Cookies

This Website uses cookies to store information on your computer/device. Some of these cookies are essential to make our Website work, whilst others help us to improve by giving us some insight into how the Website is being used. Cookies cannot be used to identify you personally and can't harm your computer. We will not use cookies to collect or store personally identifiable information about you. Cookies can be declined through the "settings" section within your device's web browser. For further information on the cookies we use and the purposes for which we use them see our Cookie Policy.

We use the following cookies:

- **Strictly necessary cookies.** These are cookies that are required for the operation of our website. They include, for example, cookies that enable you to log in to secure areas of our website.
- **Analytical/performance cookies.** They allow us to recognise and count the number of visitors and to see how visitors move around our website when they are using it. This helps us to improve the way our website works, for example, by ensuring that users are finding what they are looking for easily. We anonymise IP addresses.

Data Security

In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

Privacy Policy

The data we collect about you

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

We may collect, use, store and transfer different kinds of personal data about you which we have grouped together as follows:

- **Identity Data:** includes your identity information (e.g first name, last name, title, , date of birth, ethnicity, sexuality, disability, gender)
- **Contact Data:** includes your contact information (e.g address, email address, phone number)
- **Financial Data:** includes your financial data (e.g bank account and payment card details)
- **Technical Data:** includes internet protocol (IP) address, your login data, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform, and other technology on the devices you use to access this Website.
- **Usage Data:** includes information about how you use our Website, products and services.
- **Marketing and Communications :**Data includes your preferences in receiving marketing from us and our third parties and your communication preferences.

We also collect, use and share **Aggregated Data** such as statistical or demographic data for any purpose. Aggregated Data could be derived from your personal data but is not considered personal data in law as this data will not directly or indirectly reveal your identity. For example, we may aggregate your Usage Data to calculate the percentage of users accessing a specific website feature. However, if we combine or connect Aggregated Data with your personal data so that it can directly or indirectly identify you, we treat the combined data as personal data which will be used in accordance with this privacy policy.

We do not collect any **Special Categories of Personal Data** about you (this includes details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health, and genetic and biometric data). Nor do we collect any information about criminal convictions and offences.

How is your personal data collected?

We use different methods to collect data from and about you, including through:

- **Direct interactions.** You may give us your Identity, Contact and Financial Data by filling in forms or by corresponding with us by post, phone, email or otherwise. This includes personal data you provide when you apply for/use our services and/or give us some feedback.
- **Automated technologies or interactions.** As you interact with our Website, we will automatically collect Technical Data about your equipment, browsing actions and patterns. We collect this personal data by using cookies and other similar technologies. Please see our [Cookie Policy](#) for further details.
- **Automated technologies or interactions.** As you interact with our Website, we will automatically collect Technical Data about your equipment, browsing actions and patterns. We collect this personal data via google analytics and using cookies, our data collection is set to anonymise IP addresses.
- **Publicly Available Information.** We collect publicly available information about you or your business through electronic data sources, such as:
 - Websites
 - Companies House & Companies House Credit Safe
 - Dun and Bradstreet
 - Tender Portals
 - Social Media

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Third parties

How we use your personal data

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we need to perform the contract we are about to enter into or have entered into with you.
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.
- Where we need to comply with a legal obligation.

We have set out below a description of all the ways we plan to use your personal data, and which of the legal bases we rely on to do so. Note that we may process your personal data for more than one lawful ground depending on the specific purpose for which we are using your data. Please contact us if you need details about the specific legal ground we are relying on to process your personal data where more than one ground has been set out in the table below.

Purpose/Activity	Type of data	Lawful basis for processing including basis of legitimate interest
To register you as a new client	(a) Identity (b) Contact	Performance of a contract with you
To deliver our services including management of payments, fees and charges	(a) Identity (b) Contact (c) Financial (d) Marketing and Communications	Performance of a contract with you Necessary for our legitimate interests (to include recovering debts due to us, keep our records updated and to study how clients use our products/service) Necessary to comply with a legal obligation
To administer and protect our business and this website (including troubleshooting, data analysis, testing, system maintenance, support, reporting and hosting of data)	(a) Identity (b) Contact (c) Technical	Necessary for our legitimate interests (for running our business, provision of administration and IT services, network security, to prevent fraud and in the context of a business reorganisation or group restructuring exercise). Necessary to comply with a legal obligation.
To use data analytics to improve our website, products/services, marketing, customer relationships and experiences	(a) Technical (b) Usage	Necessary for our legitimate interests (to define types of customers for our products and services, to keep our website updated and relevant, to develop our business and to inform our marketing strategy).
To make suggestions and recommendations to you about services that may be of interest to you	(a) Identity (b) Contact (c) Usage (d) Technical (e) Marketing and Communications	Necessary for our legitimate interests (to develop our services and grow our business)
For research, planning, service development, security or risk management	(a) Contact (b) Technical (c) Aggregated Data	Necessary for our legitimate interests (to develop our services and grow our business)
For monitoring EDI to outreach and improve our service provision	(f) Special category data	Necessary for our legitimate interests (to develop our services and grow our business)

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Marketing

You have the right to ask us not to process your personal data for marketing purposes. We will usually inform you (before collecting your data) if we intend to use your data for such purposes or if we intend to disclose your information to any third party for such purposes.

You can ask us to stop sending you marketing messages at any time by following the opt-out links on any marketing message sent to you. Or you can Contact Us any time using the details above.

Disclosures of your personal data

We may have to share your personal data with the parties set out below for the purposes set out in the table above:

- Our clients and subcontractors and professional supply chain;
- Other third parties where necessary to carry out your instructions;
- H&S Competent Source of Advice;
- Our insurers and brokers;
- External auditors;
- Our bank;
- External service providers of operational and business services, that we use to make our business more efficient e.g. IT, payment and accounting providers; and/or
- Any third parties with whom we are required to share your personal data in order to comply with our legal obligations, to enforce our terms and conditions or to protect the rights, property, or safety of MICA Architects, our customers, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

We require all third parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow our third-party service providers to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions.

International Data Transfers

Some of our external service providers are based outside the UK so their processing of your personal data will involve a transfer of data outside the UK.

Whenever we transfer your personal data out of the UK, we ensure a similar degree of protection is afforded to it by ensuring at least one of the following safeguards is implemented:

- We will only transfer your personal data to countries that have been deemed to provide an adequate level of protection for personal data.
- Where we use certain service providers, we may use specific contracts approved by the UK which give personal data the same protection it has in the UK.

Please contact us if you want further information on the specific mechanism used by us when transferring your personal data out of the UK].

Data Retention

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting or reporting requirements.

To determine the appropriate length of time for holding your data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm, from unauthorized use or disclosure of your personal data, the purpose for which we process your data and whether we can achieve those purposes through other means, along with the applicable legal requirements.

In some circumstances you can ask us to delete your data: see 'Your legal rights' below for further information.

In some circumstances, we may anonymise your personal data (so that it can no longer be associated with you) for research or statistical purposes in which case we may use this information indefinitely without further notice to you.

Your legal rights

Under certain circumstances, you have rights under data protection laws in relation to your personal data, including:

- Request access to your personal data.
- Request correction of the personal data that we hold about you.
- Request erasure of your personal data.
- Object to processing of your personal data.
- Request the transfer of your personal data to you or to a third party.
- Request to withdraw consent at any time where we are relying on consent to process your personal data.

If you wish to exercise any of the rights set out above, please contact us.

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

We try to respond to all legitimate requests within one month. Occasionally it could take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated

MICA is aware of our data protection obligations and is registered with the ICO.