



ARCHITECTURAL PROFILES LIMITED (“APL”) DATA PRIVACY POLICY

1) Personal data

Personal data are defined as any information relating to a living individual from which he or she can be identified (such as a person's name, address or date of birth). The personal data collected by APL consists of names, addresses and contact details and any other information necessary for APL to be of service to its clients

2) Data Processing

Personal information is held on our database, in back-up form and in archive form. Hard copies of information on our database are made where necessary to provide our services. Access to our database is restricted through the use of passwords. Records may be retrieved, consulted, adapted, modified or copied from time to time. Records are reviewed periodically and non-relevant records are deleted. We will endeavour to take all reasonable steps to keep all data accurate and up to date.

Data is not shared with third parties except for professional advisers where it is necessary to do so for the purpose of the provision of our services and the good administration of APL

3) Third Parties

If we provide information to a professional adviser, we will exercise strict control over the third party, requiring it and any of its agents to:

- (i) Maintain the security and confidentiality of the information and restrict access to those of its own employees;
- (ii) Use the data for the agreed purpose only and prevent it being used for any other purpose by any other party;
- (iii) In addition, we will restrict the information disclosed to the absolute minimum necessary.

4) Confidentiality

We will maintain confidentiality in your information even after your contract has been completed. Your information will not be disclosed to anyone else except where we are legally compelled to do so; where there is a duty to the public to disclose; where disclosure is necessary to protect APL's interests or where the disclosure is made with your consent or at your request.

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