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## PRIVACY POLICY

### WHO WE ARE

DK-CM is a practice of architects, researchers and strategists who work in public to create humane spatial, environmental and social change.

We are a private limited company, incorporated and registered in England and Wales with the company registration number 08174107.

Our registered office is at 2b Haddo Street, London, SE10 9RN.

Our directors are David Knight and Cristina Monteiro. David Knight is the director responsible for data protection and privacy. He can be reached via the contact details at the head of this policy.

### CONTEXT

Under the terms of the General Data Protection Regulations (GDPR, 2018), organisations like DK-CM must ensure that personal data is gathered legally and under strict conditions. And those who collect and manage personal data are obliged to protect it from misuse and exploitation, as well as to respect the rights of data.

DK-CM will comply with GDPR law, and as such we undertake that personal information we hold about you must be:

- Used lawfully, fairly and transparently
- Collected only for specific, explicit and legitimate purposes and not then used for any other purpose or in a way which is incompatible with those purposes
- Accurate and up-to-date
- Restricted in terms of the identification of individuals for only as long as necessary for the purpose
- Used and processed in ways that ensure security against unauthorised or unlawful processing, disclosure, loss, destruction or damage

The facilities and measures in place at DK-CM Limited to ensure compliance with the GDPR are regularly tested, assessed and evaluated.

## HOW WE USE PERSONAL DATA IN ENGAGEMENT & RESEARCH

We often collect personal data as part of community engagement, co-design or urban research projects. In these circumstances, this Privacy Policy will be shared to ensure that data subjects are aware of the lawful basis for the collection and processing of the data, who the data will be shared with (where applicable), and their rights concerning the data being collected.

Data subjects will be asked to confirm that they consent to their personal data being used for the purpose that has been stated.

## HOW WE USE PERSONAL DATA IN OTHER CIRCUMSTANCES

We will only use your personal information in ways permitted by current legislation. Aside from the engagement and research contexts described above, some potential uses of your personal data by DK-CM are as follows:

- Where we need to perform the contract we have entered into with you, or where you have asked us to take steps to enter into a contract with you.
- Where we need to comply with a legal obligation.
- 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.

We may also use your personal information in the following unusual circumstances:

- Where we need to protect your or someone else's interests
- Where it is needed in the public interest.

## YOUR RIGHTS

DK-CM undertakes to uphold your rights and will assist with the following, save for where an exemption under GDPR applies:

- The right to request a copy of the personal data which we hold about you
- The right to request that we correct any personal data if it is found to be inaccurate, superseded or obsolete
- The right to request your personal data is erased where it is no longer required for retention
- The right to withdraw your consent to the use or processing of your data at any time, where consent was your lawful basis for processing the data
- The right to request that we provide you with your personal data and where possible, to transmit that data directly to another data controller, (where applicable)
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing
- The right to object to the processing of personal data, (where applicable i.e. where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics).

The GDPR sets the age when a child can give their own consent to data processing at sixteen. We will never collect personal data from children under the age of sixteen unless consent has been provided from a person holding parental responsibility.

DK-CM will update this Privacy Policy as a means to improve with feedback from our company and customers themselves.

Individuals can request access to their personal information, request for inaccurate data to be corrected or updated, or request that the data is deleted, or otherwise withdraw consent or participation in our processes. Individuals are asked to contact [studio@dk-cm.com](mailto:studio@dk-cm.com) if you would like to make any of these requests.

In the event of a complaint about DK-CM's approach to personal data, individuals should contact us and we will investigate the matter. If they are not satisfied with our response or believe we are processing their personal data in a manner that is not in accordance with the law, they can complain to the Information Commissioner's Office (ICO).

## HOW WE PROCESS & SHARE PERSONAL DATA

DK-CM aligns itself with Article 32 of the GDPR, which refers to the security of processing of personal data. The level of security of data storage is assessed on a project-by-project basis and will be commensurate to the risks presented by processing the data including the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of or access to personal data transmitted, stored or otherwise processed.

All data held by DK-CM is stored securely and electronically on our server, which is password-protected as well as being backed up regularly to reduce the risk of data loss and ensure the timely restoration of access to the data in the event of a technical incident. Our team is trained in GDPR and this Privacy Policy is shared with all team members to ensure compliance with obligations.

Personal data will only ever be shared with organisations specified in the Privacy Note presented at the point of data collection, for example the council or local authority for whom we are processing the data. Personal data will never be passed onto any third party or used in any other way outside of that which has been specified. Findings resulting from the data we have processed will only be shared publicly in aggregate with specific data points anonymised.

## HOW LONG WE KEEP DATA

In accordance with GDPR legislation, personal data will be kept for no longer than is necessary for the purpose for which it is being processed. Unless otherwise specified, personal data relating to community engagement projects will be deleted or anonymised six months after the completion of the project.

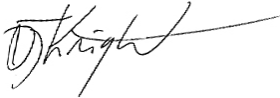
Contact information that we may use for marketing purposes (to keep individuals or organisations informed about projects we are working on or to invite them to events we are hosting) will be kept securely on our server until such time as we are notified that they no longer wish us to retain this information.

## MONITORING

DK-CM Limited will undertake a yearly review to monitor our achievements against the policy, and to ascertain where adjustments need to be made to accommodate changes in legislation or changes in the company that might require a different approach to data management.

This is the Privacy Policy of DK-CM Limited.

Signed, 13 November 2024

A handwritten signature in black ink, appearing to read 'Dr Knight', with a long horizontal flourish extending to the right.

Dr David Knight  
Director responsible for privacy