



## Privacy Policy Statement

### Introduction

00 (zero zero) is a collaborative studio practicing design beyond its traditional borders. It is a practice with a track record in delivering a broad range of activities relating to the shaping of our built environment.

This privacy statement describes how we collect, use and store information and how this information is shared. The topics in this privacy statement covers:

- Information we collect
- Using and retaining personal information
- How we protect your data
- Your rights to access personal information
- Changes to this privacy statement

### Information we collect

We collect your data when you request information about 00 by email or the online news/updates form. We collect personal information from you when you send email enquiries or leave feedback on our website.

You may visit the website anonymously without registering. If you wish to register to receive emails on 'news/updates' at 00 then the entered information will be stored. We will send you mailings about what's happening at 00; recent projects won, projects completed, recent talks etc. You can opt out of receiving information about 00 by clicking the unsubscribe link or contacting [info@project00.cc](mailto:info@project00.cc).

IP addresses & server logs: We use this information for monitoring the volume of traffic the site receives and popular content viewed.

We will only use information that we collect about you lawfully in accordance with GDPR.

### Using and retaining personal information

We will only keep hold of your personal data supplied to us to:

- Provide you with information and news about 00
- Deal with enquiries and requests
- To improve our website (based on any feedback you provide us)

### How we protect your data

#### Security & Confidentiality

00 safeguards your personal data you provide us with tight processes. Your personal information will not be sold to any 3<sup>rd</sup> party and will only be used by us or our service providers - in this case, they will be held securely by that service provider and used only to provide the administration services helping us operate our website.

### Cookies

Cookies are text files sent from our website to your web browser. We do not use cookies to store personal information from you but solely for your machine to remember you have visited our website before. A banner on our site will highlight cookie usage.

### Social networking & third-party links

Third party social networking sites have separate and independent privacy policies. When accessing these sites through our website ensure to check their policy.

### Your rights to access personal information

If you wish to request a copy of the personal information 00 holds about you, please contact Joanna Stabler on [info@project00.cc](mailto:info@project00.cc).

### Changes to this policy

If there are any changes to this policy, we will post it on our website highlighting any amendments. This policy will be reviewed annually or as and when required.