



# ATLG Privacy Notice

*Revision 1 - 19-08-2024 - Grammar correction in 3rd sentence*

The Architectural Technical Leads Group (ATLG) is a forum for architectural technical leads to discuss technical issues, share knowledge and resources, and drive improvement in the UK construction industry. The ATLG is a non-profit unincorporated association.

This privacy notice tells you what we will do with your personal information when you join the Group.

## Our contact details

[www.atlg.uk/#Contact](http://www.atlg.uk/#Contact)

## What information we collect and use, and why

We collect or use the following personal information as part of your joining the group and participating in discussions:

- Contact details (eg name, address, telephone number or personal email address)
- Company Name
- Company size

Our lawful bases for collecting or using personal information as part of **administration and management** are:

- Consent

## Where we get personal information from

We collect your information from you, the members directly when you submit it to us.

## How long we keep information

We retain the information you provide to us as long as you remain a member, plus six months.

# Your data protection rights

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal data.

**Your right to rectification** - You have the right to ask us to rectify personal data you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal data in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal data in certain circumstances.

**Your right to object to processing** - You have the right to object to the processing of your personal data in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal data you gave us to another organisation, or to you, in certain circumstances.

**Your right to withdraw consent** – When we use consent as our lawful basis you have the right to withdraw your consent.

You don't usually need to pay a fee to exercise your rights. If you make a request, we have one calendar month to respond to you.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

## How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:                      Information Commissioner's Office  
   Wycliffe House  
   Water Lane  
   Wilmslow  
   Cheshire  
   SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>