

## Privacy Policy

This privacy policy explains how **EyeCatch Architects** and its affiliated entities (hereafter “EyeCatch”) handle personal data collected when you interact with our website, engage in business with us, or communicate with our team. We aim to provide visitors and business partners with information about our company while ensuring their personal data is protected.

Please take the time to read this privacy notice, as it outlines the personal data EyeCatch may collect and how it is processed.

### What Data Do We Collect?

EyeCatch may process personal data of potential and existing clients, collaborators, and visitors to our website. This may include:

- Name
- Email
- Phone number
- Address and other contact details
- Job title and position
- CV and related personal data
- Business communication records

Personal data is collected directly from you, your organization, or third parties associated with EyeCatch’s business activities.

### How Do We Collect Your Data?

#### 1. Email and Business Communications

We collect personal data when you communicate with us about potential or existing business activities.

#### 2. Social Media Interactions

EyeCatch uses platforms such as **Facebook, LinkedIn, Instagram, and YouTube** to engage with customers, partners, and the public. Personal data made available through these interactions may be processed by us. With your consent, we may credit your work related to EyeCatch’s projects.

#### 3. Office Visits

Visitors to our offices may be required to provide personal details such as **name, email, phone number, and job designation**. If you use our Wi-Fi during your visit, we may collect **device and IP address information**.

#### 4. Recruitment

For recruitment purposes, we process personal data such as **name, contact details, CV, qualifications, and interview responses** to assess your suitability for a role. We may also request **references from former employers** under certain circumstances.

### How Will We Use Your Data?

The processing of your personal data is necessary to conduct business, manage contracts, fulfill client requests, and engage in marketing and content development. We will use your data only for the purposes for which you provide consent.

### **What Are Your Data Protection Rights?**

EyeCatch ensures that every user has the following rights:

- **Right to Access** – Request copies of your personal data.
- **Right to Rectification** – Request corrections to inaccurate or incomplete data.
- **Right to Erasure** – Request deletion of your personal data under certain conditions.
- **Right to Restrict Processing** – Request limitations on how your data is processed.
- **Right to Object** – Object to the processing of your data under certain conditions.
- **Right to Data Portability** – Request transfer of your data to another organization.

If you wish to exercise any of these rights, please contact us at [\*\*privacy@eyecatcharchitects.com\*\*](mailto:privacy@eyecatcharchitects.com).

### **How Long Will Personal Data Be Stored?**

Personal data is retained as long as necessary for its intended purposes. Data may be anonymized or stored longer if required by law.

### **Withdrawal of Consent**

You may withdraw your consent at any time by contacting [\*\*privacy@eyecatcharchitects.com\*\*](mailto:privacy@eyecatcharchitects.com). For newsletters or marketing materials, use the “unsubscribe” option in our communications.

### **Privacy Policies of Other Websites**

EyeCatch’s website may contain links to third-party sites. Our privacy policy applies only to our website, so we advise reviewing the privacy policies of any external sites you visit.

### **Changes to Our Privacy Policy**

EyeCatch regularly reviews its privacy policy and updates this page accordingly.

### **Questions/Complaints**

If you have any questions or concerns about your personal data, contact [\*\*hr@eyecatcharchitects.com\*\*](mailto:hr@eyecatcharchitects.com)

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