



## PRIVACY POLICY

### Phase Design Engineering Ltd

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#### Introduction

Phase Design Engineering Ltd (“we”, “us”, “our”) is committed to protecting and respecting your privacy.

This Privacy Policy explains how we collect, use and protect personal information when you visit our website or contact us.

We process personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

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#### Information We May Collect

We may collect and process the following types of information when you interact with our website or contact us:

- Name and company details
- Email address and telephone number
- Information submitted through website contact forms
- Technical information such as IP address, browser type and website usage data

We only collect information that is necessary to respond to enquiries or provide professional services.

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#### How We Use Your Information

Personal information may be used to:

- Respond to enquiries and provide requested information
- Deliver engineering consultancy services
- Manage professional relationships with clients and partners
- Improve website performance and user experience
- Meet legal or regulatory obligations

We do not sell, rent or trade personal information to third parties.

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## **Lawful Basis for Processing**

Personal data is processed under the following lawful bases:

- Legitimate interests – responding to enquiries and managing professional relationships
  - Contractual necessity – where services are provided under contract
  - Legal obligation – where disclosure is required by law
  - Consent – where individuals choose to receive optional communications.
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## **Data Sharing**

Where necessary, personal data may be shared with trusted third parties such as:

- Professional advisers
- IT service providers and website hosting providers
- Regulatory authorities where required by law

All third parties are required to process personal data securely and in accordance with applicable data protection legislation.

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## **Data Security**

We implement appropriate technical and organisational measures to safeguard personal data against unauthorised access, loss, misuse or alteration.

Access to personal data is restricted to individuals who require it for legitimate business purposes.

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## **Data Retention**

Personal information is retained only for as long as necessary to fulfil the purposes for which it was collected, including legal, accounting or regulatory requirements.

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## **Your Rights**

Under UK data protection legislation, individuals have the right to:

- Request access to personal data held about them
- Request correction of inaccurate information
- Request erasure of personal data where appropriate
- Object to processing
- Request restriction of processing
- Request transfer of personal data

Requests can be made using the contact details below.

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## **Cookies**

Our website may use cookies or similar technologies to improve user experience and analyse website performance.

Users can control cookie preferences through their browser settings. Further details may be provided within a dedicated Cookie Policy.

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## **Contact Details**

If you have questions about this Privacy Policy or how your personal information is handled, please contact:

Phase Design Engineering Ltd  
Temple Chambers, 3-7 Temple Avenue, London EC4Y 0DP  
Email: [Enquiries@phase-design.co.uk](mailto:Enquiries@phase-design.co.uk)

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## **Complaints**

If you are not satisfied with how we handle your personal data, you have the right to lodge a complaint with the Information Commissioner's Office (ICO):

Information Commissioner's Office  
[www.ico.org.uk](http://www.ico.org.uk)