

## Privacy Notice: Pelham Architects

Pelham Architects at Nottingham Community Housing Association, 12-14 Pelham Road, Sherwood Rise, Nottingham, NG5 1AP.

### What information do we collect and why do we collect it?

We collect information about you when we need to undertake an inspection of your home, or you have requested that we visit your home in relation to potential or recently completed building work. We also collect information when you voluntarily complete customer surveys or provide feedback.

### How will we collect this information?

All data will be collected from you personally when you contact us. We will confirm your telephone number, should we already have it, or update our information if it is incorrect. If it is more convenient to contact you by email, we will also request this information.

### How will we use it?

We use this data in order that we can contact you to arrange appointments with you.

### Who will we share it with?

If required, and with your consent, we may share this information with contractors or other companies who would need to enter your home to carry out surveys or repairs.

### Cookies

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of our website and to compile statistical reports on website activity.

For further information visit [www.aboutcookies.org](http://www.aboutcookies.org) or [www.allaboutcookies.org](http://www.allaboutcookies.org)

### Access to your information and correction

You have the right to view any information the organisation holds. We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

### Who and How to Contact us

Please contact us if you have any questions in relation with this notice or the information we hold about you:

Email: [data.protection@ncha.org.uk](mailto:data.protection@ncha.org.uk)

Phone: **0800 5610074**

Post: Data Protection Officer  
Unit 2 Clumber Court  
Pelham Avenue  
Nottingham  
NG5 1AJ