

Privacy Policy for Bruce Wilson Architects (Pty) Ltd

1. Introduction

Bruce Wilson Architects respects your privacy and is committed to protecting your personal information. This Privacy Policy explains how we collect, use, disclose, and safeguard your data in accordance with the Protection of Personal Information Act, 4 of 2013 (POPIA).

2. Information We Collect

We may collect and process the following types of personal information:

- Identity information (e.g. name, ID number)
- Contact details (e.g. email address, phone number, address)
- Employment details (if applicable)
- Website usage data (e.g. IP address, browser type, browsing behaviour)

3. How We Collect Your Information

We collect personal information directly from you when you:

- Complete a contact form on our website
- Communicate with us via email or phone
- Apply for a job or submit a CV
- Visit and interact with our website

4. How We Use Your Information

We use your information for the following purposes:

- To respond to inquiries and provide architectural services
- To comply with legal and regulatory obligations
- To improve our services and website experience
- To maintain internal administrative records

5. Sharing Your Information

We do not sell or rent your personal data to third parties. We may disclose your information:

- To service providers who assist in running our business (subject to confidentiality)
- When legally required to do so
- To protect our rights or respond to lawful requests

6. Data Security

We have implemented appropriate technical and organisational measures to safeguard your personal information against unauthorised access, loss, or misuse.

7. Your Rights

Under POPIA, you have the right to:

- Access the personal information we hold about you
- Request correction or deletion of inaccurate or unnecessary data
- Object to the processing of your information
- Lodge a complaint with the Information Regulator

8. Use of Cookies

Our website may use cookies to enhance your browsing experience. You may disable cookies through your browser settings if you prefer not to accept them.

9. Retention of Information

We retain personal information only as long as necessary for the purposes outlined above or as required by law.

10. Changes to This Policy

We may update this Privacy Policy from time to time. Any changes will be posted on our website with the updated effective date.

11. Contact Us

If you have any questions or concerns about this Privacy Policy or our handling of your personal information, please contact us at:

Email: studio@bwilson.co.za

Website: <https://www.bwilson.co.za>