

To learn more about our approach to data privacy, [click here](#). By continuing to use our website, you accept our privacy policy.

PRIVACY POLICY

Website Privacy Policy

References to "our", "us" or "we" within this policy is to **Engineering Office** or **EO**.

This policy governs the collection and use of personal information by us.

We are committed to protecting and respecting your privacy. This policy explains the types of personal information we collect, how we use that personal information, who we share it with, how we protect that information, and your legal rights in relation to your personal information. We are committed to abiding by this policy, as well as the requirements of applicable laws, in the operation of our business.

Please read the following carefully as it explains our views and practices regarding your personal information, and how it is handled. By accessing or browsing our website, you confirm that you have read, understood and agree to this policy in its entirety. If you do not agree with the practices described in this policy, you should not use our website.

Who we are

For the purpose of applicable data protection laws, the data controller is Engineering Office, PO Box 12188, Dubai, United Arab Emirates.

Information covered by this Policy

This policy covers all personal information collected and used by us. In this policy, "personal data" or "personal information" means information that (either in isolation or in combination with other information held by us) enables you to be identified as an individual or recognised directly or indirectly. This may include your name, date of birth, nationality, gender, postal address, email address, phone number, and technical information from the devices you use to access our website.

What information do we collect from you?

We may collect information about you from different sources as detailed below.

Information you give us

You may give us information about yourself when you respond to a communication from us or by filling in forms (both online and offline), over the telephone and through written correspondence with us.

The information you give us may include your name, postal address, email address, date of birth, landline and/or mobile telephone number, as well as other personal information.

Information we collect about you

When you visit our website, we may use cookies and other technologies to automatically collect the following information:

- technical information, including the Internet Protocol (IP) address used to connect your computer to the internet, your login information, browser type and version, device identifier, location and time

zone setting, browser plug-in types and versions, operating system and platform, page response times, and download errors;

- information about your visit, including the full Uniform Resource Locators (URL) clickstreams to, on and from our websites; and
- length of visits to certain pages, page interaction information (such as scrolling, clicks and mouseovers) and methods used to browse away from the page.

How do we use your personal information?

We may use your personal information to:	How do we use personal information for this purpose?	What is the legal basis for us processing your information in this way?
Comply with legal requirements and exercise or defend legal claims.	We may sometimes need to process personal information to comply with legal requirements to which we are subject.	It is in our legitimate interests to process personal information for the purposes of exercising and defending legal claims. Processing personal information may also be necessary to ensure compliance with our legal obligations.
Process your personal information where this is necessary to keep our website safe and secure.	We may need to process your personal information in order to keep our website safe and secure and protect against illegal or fraudulent activity such as cyber-attacks.	It is in our legitimate interests to monitor how our website is used to detect and prevent fraud, other crimes and the misuse of our website. This helps us to ensure that you can safely use our website.
Keep an up to date suppression list where you have asked not to be contacted, so we do not inadvertently re-contact you.	We understand that you may prefer for us not to contact you. We keep records of your preferences to ensure that we do not contact you if you have asked us not to. We may need to process certain of your personal information (such as your name and email address) in order to do this.	It is in our legitimate interests to process personal information in order to maintain an up to date suppression list and ensure that we do not contact you where you have asked us not to.

Where we store your personal information

The personal information that we collect from you will be stored in Dubai regardless of geographic location, in the process of our business operations. We will take all steps that are reasonably necessary to ensure that your personal information is treated securely and in accordance with this policy and applicable data protection laws.

Security of personal information

All information you provide to us via our website is stored on our secure servers. We have taken steps to safeguard the integrity of our communications and computing infrastructure, which includes implementing authentication, monitoring, auditing, and encryption technology. Security measures have been integrated into the design, implementation, and day-to-day operations of this website as part of our continuing commitment to the security of electronic content and the electronic transmission of information. Despite our best efforts unfortunately the transmission of information via the internet is not completely secure. Although we have strict procedures and security measures in place, we cannot guarantee the security of your data transmitted to our site.

Third party websites and apps

Our websites may contain links to and from third party websites. Please note that if you follow a link to any of these websites, these websites will have their own terms of use and privacy policies and that we do not accept any responsibility of liability for these policies. Please check these policies before you submit any personal data to these websites.

Your rights

You have the following rights with respect to the personal information that we hold about you.

Your right to access the information we hold about you

You can request access to the information we hold about you by contacting us using the contact details set out below. Our file of your information will usually be made available to you within 1 month, although occasionally we may not be able to give you access to the personal information we hold about you (for example, we may not be able to give you access if it would unreasonably affect someone else's privacy or if giving you access poses a serious threat to someone's life, health or safety). Please note that we may apply an administrative charge for providing access to your information in certain circumstances. Any such charge will be reasonable and we will advise you of the charge and obtain your consent before providing you with access to your personal information. Please note that if you request a copy of your data using electronic means (such as email), then we will provide a copy of your information in electronic form unless you ask us to do otherwise.

Your right to object to us processing your personal information

You have the right to object to us processing your personal information, even where that processing is necessary for our legitimate interests (for example, where the processing is necessary for the legitimate commercial objectives we pursue in the course of our business).

You also have the right to object to any results of a processing activity that prejudice your rights and that are conducted exclusively through automated systems.

You also have the right to ask us to stop processing your personal information for profiling of data that we undertake for the purposes of conducting business.

Your right to have your personal information transmitted to another organisation

Where we hold personal information about you with your consent or for the performance of a contract with you, you also have the right to ask us to provide you with the personal information we hold about you in a structured, commonly used and machine-readable format and, where technically feasible, to transmit that personal information to another organisation.

Making a complaint

You have the right to lodge a complaint with a local data protection authority in the EEA if you believe that we have not complied with applicable data protection laws.

The local data protection authority will differ depending on the country you are in.

Contacting us

If you have any questions or concerns about how we treat your personal information, you wish to ask us to stop processing your personal information, or you would like to request a copy of the personal information we hold about you, please contact us [here](#) or by writing to us at:

Engineering Office

PO Box 12188

Dubai

United Arab Emirates

Please include your reply address when you write to us.

How long do we keep your personal information?

Your personal information is stored by us, strictly to the extent necessary for the performance of our obligations and strictly for the time necessary to achieve the purposes for which the information is collected, in accordance with applicable data protection laws. When we no longer need to use your information, we will remove it from our systems and records and/or take steps to properly anonymise it so that you can no longer be identified from it (unless we need to keep your information to comply with legal or regulatory obligations to which we are subject).

Changes to this Policy

We may update this policy from time to time in response to changing legal, regulatory or operational requirements. Any changes will be updated on our website. Your continued use of our website and/or services after any such updates take effect will constitute acceptance of those changes.