

1. Introduction

This GDPR Privacy Policy outlines how BS4 Approvers Ltd ("we", "our", "us" "BS4") complies with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. It explains how we collect, store, and process personal data, your rights concerning your data, and the steps we take to protect your privacy.

BS4 Approvers are a Registered Building Control Approver operating in England and Wales. To provide the service for which we have been appointed we may need to collect and hold information from clients, individuals, and other relevant contacts. Under GDPR personal information must be recorded and stored appropriately. BS4 is the Data Controller and is responsible for providing the information to the Information Commissioner's Office (ICO) if required.

BS4 will never sell your data to any third party. We will only share your data with a third party where it is necessary to follow the instructions you have given us.

2. Disclosure of information

We may share information with organisations such as local authorities, fire authorities, water authorities, government departments and other relevant organisations but only when in relation to undertaking the instructions you give us. The client/individual in most circumstances will be aware of whom their information will be shared with. There are circumstances where the law allows us to disclose data (including sensitive data) without the data subject's consent as follows:

- Carrying out a legal duty or as authorised by the Secretary of State.
- Protecting vital interests of an Individual/Service User or other person.
- Where the Individual/Service User has already made the information public and it is available within the public domain.
- Conducting any legal proceedings, obtaining legal advice, or defending any legal rights.
- Monitoring for equal opportunities purposes – i.e., race, disability, or religion.
- Providing a confidential service where the Individual/Service User's consent cannot be obtained or where it is reasonable to proceed without consent: e.g., where we would wish to avoid forcing stressed or ill Individuals/Service Users to provide consent signatures.

The Company will adhere to the Principles of Data Protection as detailed in the Data Protection Act 1998. The principles require that personal information:

- Will be processed fairly and lawfully and shall not be processed unless specific conditions are met.
- Shall be obtained only for one or more of the purposes specified in the Data Protection Act 1998 and shall not be processed in any manner incompatible with that purpose or those purposes.
- Will be relevant, and not excessive in relation to its purpose(s).
- Shall be accurate and, where necessary, kept up to date.
- Shall not be kept for longer than is necessary.
- Shall be processed in accordance with the rights of data subjects under the Data Protection Act 1998.
- Shall be kept secure by the Data Controller who takes appropriate technical and other measures to prevent unauthorised or unlawful processing or accidental loss or destruction of, or damage to, personal information.

- Will not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of Individuals/Service Users in relation to the processing of personal information. It is however highly unlikely that any information will be disclosed to any parties outside the United Kingdom.

In addition, the Group will, with appropriate management and application of controls:

- Observe fully the conditions regarding the fair collection and use of information.
- Meet its legal obligations to specify the purposes for which information is used.
- Collect and process appropriate information, and only to the extent that it is needed to fulfil its operational needs or to comply with any legal requirements.
- Ensure the information used is correct and used for the minimum purposes necessary.
- Ensure that the rights of people about whom information is held can be fully exercised under the Data Protection Act 1998. These include: The right to be informed that processing is being undertaken,
- The right to access one's personal information
- The right to prevent processing in certain circumstances and
- The right to correct, rectify, block or erase information which is regarded as wrong information)
- Take appropriate technical and organisational security measures to safeguard personal information.
- Ensure that personal information is not transferred abroad without suitable safeguards.
- Treat people justly and fairly whatever their age, religion, disability, gender, sexual, orientation or ethnicity when dealing with requests for information.
- Set out clear procedures for responding to requests for information.

3. Data Collection

Informed consent is when a client, individual or relevant contact understands why the information is required and if necessary, with whom it will be shared with. Also, the client, individual or relevant contact understands the possible consequences of agreeing to or refusing the proposed use of the data and then gives their consent.

- We process your data under the following legal bases:
- Contractual Obligation: To provide you with services you have requested, including project management, consultancy, and related services.
- Legal Obligation: To comply with statutory or regulatory requirements, including accounting, auditing, and tax-related responsibilities.
- Legitimate Interest: For purposes such as marketing, maintaining business relationships, improving our services, and ensuring security.
- Consent: In cases where consent is required (e.g., for direct marketing communications), we will seek your explicit consent.

4. Data sources

The Company will process information provided by the following:

- Information supplied directly by the client.
- Instructions upon appointment by other businesses to provide our services.
- Information taken from public records such as Local Authorities for the purpose of undertaking procedures for our services.
- Information obtained during surveys and inspections which have been provided with the individual's consent.
- Personnel records are held internally as required by the Management of the company.
- Through our website.

5. Scope of Data

The information collected/received from the client, individual or relevant contact is generally limited to the following:

- Name
- Address
- Telephone number
- Email address
- Business Information (where applicable)
 - Company name
 - Job title
 - Professional qualifications
- Financial Data (where applicable)
 - Payment information
 - Invoicing data
- Project Data (where applicable)
 - Property details
 - Locations
 - Points of contact and their contact information
 - Scope of works
 - Any related documents or correspondence
- Usage Data (where applicable)
 - IP Address
 - Browser type
 - Use of our website

In the case of BS4 employees' personnel details, we collect the following information in addition to the above:

- Date of birth
- Gender
- Tax and Insurance numbers
- Bank details
- Next of kin
- Details of any health issues

The data collected by BS4, either in person or by completing a form, will ensure that the client, individual or relevant contact:

- Clearly understands why the information is needed.
- Understands what it will be used for and what the consequences are should the Individual/Service User decide not to give consent to processing.
- As far as reasonably possible, grants explicit consent, either written or verbal, for data to be collected and processed.
- Is, as far as reasonably practicable, competent enough to give consent and has given so freely without any duress.
- Has received sufficient information on why their data is needed and how it will be used.

6. How We Use Your Data

- We use your personal data for the following purposes:
- To manage projects and deliver services.
- To communicate with clients, partners, and suppliers.
- To handle invoices, payments, and financial administration.
- For legal compliance and record-keeping.
- To manage and improve our website and services.
- To send marketing communications, where permitted.

7. Sharing Your Data

We may only share your data with:

- Third-Party Service Providers: For processing payments, hosting our website, or providing IT services.
- Legal and Regulatory Authorities: Where required by law or in response to legal proceedings.
- Professional Advisors: Such as accountants or legal advisors.
- Business Partners: In cases where we collaborate on projects with third-party contractors or suppliers.

We ensure that any third party that processes your personal data on our behalf complies with the relevant data protection regulations and implements sufficient security measures.

8. Storage of Data

Information that has been collected will be stored securely and is only accessible by authorised personnel. Information will be archived and stored securely for only as long as it is required by statute and will be disposed of appropriately at the end of the period. (Minimum of 15 years)

9. Data access, Individuals rights and Accuracy

Clients, individuals, and relevant contacts can request access to personal information the Company holds about them. All reasonable steps are taken to ensure that the information is accurate and up to date. The Company will ensure that:

- All staff processing personal information understand and follow good data protection practice.
- All staff are appropriately trained in processing personnel information.
- It deals promptly and courteously with any enquiries about handling personal information.
- It regularly reviews and audits the way it holds, manages, and uses personal information.
- All staff are aware that a breach of the rules and procedures identified in this policy may lead to disciplinary action being taken against them.

10. Your Rights

Under the UK GDPR, you have the following rights regarding your personal data: \

- Right to Access: You have the right to request access to the personal data we hold about you.
- Right to Rectification: You can request that we correct any inaccuracies in your data.
- Right to Erasure (Right to be Forgotten): In certain circumstances, you can request the deletion of your personal data.
- Right to Restrict Processing: You can ask us to limit the processing of your data under certain conditions.
- Right to Data Portability: You have the right to request that we transfer your data to another organisation.
- Right to Object: You can object to the processing of your personal data for direct marketing or under legitimate interests.
- Right to Withdraw Consent: Where we rely on your consent for processing, you can withdraw it at any time.

To exercise any of these rights, please contact us at info@bsfour.co.uk. We will respond to your request within one month, as required by law.

11. Security Measures

We implement appropriate technical and organisational measures to protect your personal data from unauthorised access, disclosure, alteration, or destruction. These include:

- Data encryption.
- Access controls and authentication procedures.
- Regular security audits.
- Secure storage and disposal of physical and digital data.

12. Cookies and Tracking Technologies

We may use cookies and similar technologies on our website to collect information about your browsing behaviour. This helps us improve the user experience and provide targeted services. You can manage your cookie preferences through your browser settings.

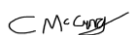
13. Complaints

If you have any concerns about how we process your data, you have the right to file a complaint with the Information Commissioner's Office (ICO), the UK's data protection authority. Their contact details can be found at <https://ico.org.uk>.

14. Contact Information

For questions or further clarification regarding this Policy, please contact:

- Ciaran McGing – Director
- ciaran.mcging@bsfour.co.uk
- 07763752245

A handwritten signature in black ink, appearing to read 'C McGing'.

Date: 23 February 2026