

## **PRIVACY NOTICE**

### **1. Introduction**

C3 Design Approvals Ltd is committed to safeguarding the privacy of our clients and visitors to our website. We strive to be transparent in the way we process your data.

This statement is written to support compliance with the General Data Protection Regulations (GDPR) 2018 and to help you understand why we collect data, how we use it and your rights in relation to this.

C3 Design Approvals are registered with the Information Commissioner's Office as required by law.

### **2. Why we collect your data**

C3 Design Approvals process specific personal data to fulfil its statutory role as an Approved Inspector.

The lawful basis for this in the pursuance of Building Regulation compliance is The Building (Approved Inspector) Regulations 2010 (as amended), The Building Regulations 2010 (as amended), The Building Act 1984 et al.

We may also use your data to assist us in improving and informing you about our services.

### **3. How we collect your data**

We collect your data on our appointment form. This information consists of names, addresses and contact details of parties involved in a project as well as a description of the proposed works for which we are being appointed.

We may also collect your data via our web site through online submission of our 'Request a quote' facility and the use of cookies.

### **4. How we use your data**

Your data is used to help us fulfil our statutory function as an Approved Inspector in pursuance of Building Regulation compliance. We use your data to complete an Initial Notice form and other legal notifications.

When you use our web site certain information may be collected, this data may include your IP address, browser type and version, geographical location, operating system, referral source, length of visit, page views and website navigation paths, as well as information about the timing, frequency and pattern of your use.

This information may be used for the purposes of analysing the use of our website. The legal basis for this is for the monitoring and improving of our website and services, these being of legitimate interest.

We may use your personal information to send you promotional information about our services if you tell us that you wish this to happen.

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

## **5. Providing your personal data to others**

We may share your data with selected statutory bodies in pursuance of our function as an Approved Inspector.

These third parties are typically the Local Authority, Regional Fire & Rescue Service and the Regional Water Authority. We share this information as required by the Building (Approved Inspector) Regulations 2010 (as amended).

In addition, our website may contain links to other organisations that may be of assistance to our services users. Once you have left our website we have no control of how your protection and privacy is conducted, therefore we cannot be held responsible for such. Any links are accessed at the risk of the user.

## **6. Retention of your data**

We will retain aspects of your data for a period of not less than 15 years. The legal basis for this is compliance with the Building Control Performance Standards 2017.

## **7. Your rights**

The GDPR provides the following rights for individuals:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling

If you believe the information we hold is incorrect you may request to view this information and request for it to be corrected or maybe deleted. You may also, in certain circumstances request restriction of the use of your data or to object to its use for specific purposes such as direct marketing or scientific/historical research or statistics.

If you wish to discuss your rights or to make a complaint in relation to the way, we have processed your data you may contact us on the details contained within Section 9 of this notice and the matter will be investigated.

## **8. Amendments**

C3 Design Approvals Ltd may, from time to time make amendments to this Privacy Notice. The latest revision of our Privacy Notice will be available via our web site.

## **9. Contact details**

If you have any queries regarding this Privacy Notice you may contact us in one of the following means:

Email: info@c3designapprovals.co.uk  
Writing: C3 Design Approvals Ltd, Communications House, University Court,  
Staffordshire Technology Park, Stafford, ST18 0ES

Policy valid as of 25<sup>th</sup> May 2018