

# C3 Design Approvals Privacy Notice

## 1. Introduction

C3 Design Approvals Ltd (C3) is committed to safeguarding the privacy of those who use or interact with our service(s). We strive to be transparent about how we use information (data).

This notice is written to support compliance with the Data Protection Act and the General Data Protection Regulations (GDPR) and to help you understand why we collect information, how we use it, and your rights.

C3 is registered with the Information Commissioner's Office as required by law.

## 2. Background

The Data Protection Act 2018 is the UK's implementation of the GDPR. The Act generally requires organisations, businesses, and government to ensure that information is:

- Used fairly, lawfully and transparently
- Used for specified, explicit purposes
- Used in a way that is adequate, relevant and limited to only what is necessary
- Accurate and, where necessary, kept up to date
- Kept for no longer than is necessary
- Handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage

Certain types of information are considered more sensitive than others and, therefore, have stronger legal protection. Such information includes race, ethnic background, political opinions, religious beliefs, trade union membership, genetics, biometrics (where used for identification), health, sex life, and orientation.

## 3. Why we use information

C3 has a legal basis for using information to fulfil its statutory role as a Registered Building Control Approver in accordance with the conditions of its registration.

C3 also has a legitimate interest and may use the information to assist us in improving and informing you about our services.

#### **4. How we collect your information**

We may collect your information when you interact with our service(s), including requesting a quotation, instructing us to undertake work, or when you are associated with a project for which we may provide our service(s).

We collect information which may include names, addresses, contact details, descriptions of building work, drawings, specifications, calculations, etc.

We may also collect information via our website through the online submission of our facility and the use of cookies.

#### **5. How we use your information**

Your information is used to help us fulfil our statutory function as a Registered Building Control Approver and ensure building regulation compliance and in accordance with the conditions of its registration. We may also use the information to complete legal documents, such as an Initial Notice, and other legal notifications, such as statutory consultations.

When you use our website, 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 to analyse the use of our website. The legal basis for this is to monitor and improve our website and services, which are of legitimate interest.

If you tell us that you wish to receive promotional information about our services, we may use your information to do this.

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

#### **6. Providing your information to others**

We may share information with selected statutory bodies in pursuance of our function as a Registered Building Control Approver.

These third parties are typically Local Authorities, Fire & Rescue Services, Water Authorities, and the Building Safety Regulator.

In addition, our website may contain links to third party organisations that may assist our service users. Once you have left our website, we have no control over how your protection and privacy are conducted, so we cannot be held responsible for it. Any links are accessed at the user's risk.

## 7. Retention of information

We will retain information for a period of at least 15 years. The legal basis for this is compliance with the Operating Standards Rules, published by the Building Safety Regulator.

## 8. Your rights

The Data Protection Act and 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 about the way we have processed your information, you may contact us using the details contained within Section 10 of this notice, and the matter will be investigated.

## 9. Amendments

C3 may amend this Privacy Notice from time to time. The latest revision will be available on our website. This document is uncontrolled when printed.

## 10. Contact details

If you need to contact us regarding this notice, you may do so using:

Email: [info@c3designapprovals.co.uk](mailto:info@c3designapprovals.co.uk)

Writing: C3 Design Approvals Limited, Point South, Park Plaza, Hayes Way,  
Cannock, Staffordshire, WS12 2DD

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