

## Introduction

BPP Construction Consultants LLP (BPP) is committed to protecting and respecting your privacy. BPP will process your personal data in accordance with the UK GDPR.

BPP is registered with the ICO under certificate ref: Z925778X.

This Policy explains the following:

- What personally identifiable data is collected from you, how it is used and with whom it may be shared.
- What choices are available to you regarding the use of your personal data.
- The security procedures in place to protect the misuse of your personal data.
- How you can correct any inaccuracies in the data.

## Key definitions:

- **"our", "us", or "we"** refer to BPP
- **"you"** refers to everyone BPP interacts with
- **"GDPR"** means General Data Protection Regulation
- **"ICO"** means Information Commissioner's Office
- **"data"** generally means information which is computerised or in a structured hard copy form
- **"personal data"** is data which can identify someone, such as a name, a job title, a photograph
- **"processing"** is anything you do with data – just having data amounts to processing

## Data Collection

Personal data held with us will be accurate, kept up-to-date, adequate, relevant and not excessive in relation to purposes(s).

The level of personal data held will depend on your relationship with us. Data will include (in all cases company or personal depending on the purpose held) name, address, email, telephone number, specific personal information required for job applications and employment, job title, payment information.

## Data Usage

The purpose of holding and processing your personal data is for us to fulfil our service obligations or because you have consented to providing this data or because we have assessed that we have a legitimate interest in holding and processing this data.

Our business does not generally require the level of data processing that may likely to result in high risk to individuals. Should this change, we follow the guidance of ICO to conduct Data Protection Impact Assessment (DPIA) to identify and minimise the data protection risks of such projects.

Unless you ask us not to, we may contact you via email in the future to inform you of our business updates, or invitations to our events. You will always have the opportunity to opt-out of receiving further such communications from us.

## Data Sharing

We only have access to/collect information that you voluntarily give us via our website, email or other means of contact from you.

We will use your information to respond to you, regarding the reason you contacted us. We will only share your information with any third party outside of our organisation for statutory and contractual purposes and administration and operation of employment.

## Data storage period

Personal data will only be stored with us for as long as is necessary for the reason(s) it was collected, after which point it will be deleted. This includes past employees' records retained for 5 years, then reviewed and/or deleted and retained to a maximum of 7 years. All contacts (clients, suppliers, employees and other stakeholders) held on Outlook Database are reviewed every 3 years for retention or deletion as appropriate.

## Data security

We store your personal data by storing in either electronic or hard copy form (or both).

While we protect information transmitted online, we also protect your information offline. Only employees who need the information to perform a specific job (for example, billing or customer service) are granted access to personally identifiable information. The computers/servers in which we store personally identifiable data are kept in a secure environment and managed in compliance with our Computer Policy.

## Data control and access

Under the UK GDPR it gives you the right to make 'subject access request' (SAR) to see all the personal data that we hold about you. Such requests should be made in writing to contact details given below. There is normally no charge for a SAR. Should your request be manifestly unfounded or excessive (for example, repetitive requests) we may charge a fee to cover our administrative costs in responding.

We will respond to your SAR as quickly as we are able to and in any case within a month of receiving it. For more complex requests, more time may be required whereby we would aim to respond within three months from the date we receive your request. You will be kept updated of the progress.

You may opt out of any future contacts from us at any time. You can do the following at any time by contacting us to:

- See what data we have about you, if any.
- Change/correct any data we have about you.
- Have us delete any data we have about you.
- Express any concern you have about our use of your data.

You also have the right to lodge a complaint with the ICO if you have any cause for complaint about our use of your personal data and if we do not resolve it to your satisfaction.

## Contact Us

If you have any concerns with our handling of your personal data and data protection, please contact us as below:

Email: [mail@bppcc.com](mailto:mail@bppcc.com)

Tel: 020 7201 2565

Post: BPP Construction Consultants LLP  
25 Wilton Road  
London SW1V 1LW