

07553361669  
info@bealtd.uk  
www.bealtd.uk

## **BUILDING & ENERGY ASSESSMENTS LTD PRIVACY POLICY**

### **Our contact details**

Name: Sandra Kass

Phone Number: 07553361669

E-mail: [info@bealtd.uk](mailto:info@bealtd.uk)

### **The type of personal information we collect**

We currently collect and process information about you to:

- Produce quotations for our services
- Produce energy assessments, EPC's and any other services offered by Building & Energy Assessments Ltd
- Manage your account, for invoicing, credit notes, statements, invoice queries and payments

### **How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To quote for our services
- To undertake our services where instructed to do so

We also receive personal information indirectly, from the following sources in the following scenario:

- From an agent, architect, builder or any other person authorised by you to act on their behalf for the purposes of obtaining quotations and undertaking the services instructed to do so

We may share this information with:

- Our accountant, solicitors and other professional services such as our bankers, HMRC, credit and debt collection agencies
- Our accreditation bodies for the purpose of producing reports and/or obtaining their assistance.

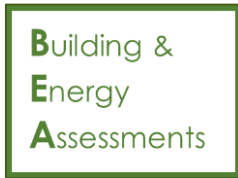
We will not sell or supply your information to any other third party without your consent.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting Sandra Kass

(b) We have a contractual obligation.

(c) We have a legal obligation.



(d) We have a legitimate interest.

## How we store your personal information

Your information is securely stored on an online Cloud facility.

We keep personal information as long as you are dealing with Building & Energy Assessment Ltd. Project information such as reports, data files and invoices are held in accordance with our Accreditation Bodies requirements and any other legal requirements.

### Your data protection rights

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at info@bealtd.uk if you wish to make a request.

## How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at info@bealtd.uk.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113    ICO website: <https://www.ico.org.uk>