

## Structural Timber Design Services Ltd

### Privacy Policy – Data Protection The European General Data Protection Regulation (GDPR)

#### Brief Overview

- GDPR is a new law on data protection and privacy that gives control over your personal information back to you. And although it's a European law, it'll still apply after Brexit. If you want to find out more about the detail of GDPR the Information Commissioner's Office (ICO) website is a good source, you can find that at <https://ico.org.uk/>
- Consent. It is understood the Client / Customer has given clear consent for us to use their personal data I.e name, address, email, and phone numbers, delivery details (contact details) This is for the purposes of producing the necessary design works and and for complying with the Construction (Design and Management) Regulations. CDM2015

#### Privacy Policy

##### **Personal Information We (STuDS) Collect**

To fulfil your order / design work, you must provide us (STuDS) with certain information (which you have consented to do so), such as your name, email address, postal address, phone number, payment information, and the details of the product or design services that you're ordering. You may also choose to provide us with additional personal information (for a custom design for example), if you contact STuDS directly.

As an appointed Sub contractor we may also request additional personal information (from your client), We therefore request that any information you share with us has complied to GDPR.

**NOTE - Please seek Consent First before sharing / providing us with your clients contact details.**

##### **Why we (STuDS) Need Your Information and How STuDS Use It**

STuDS rely on a number of legal bases to collect, use, and share your information, including:

- As needed to provide services, such as when STuDS uses your information to fulfil your order, to settle disputes, or to provide customer support;
- It is necessary that we include your contact details on all construction drawings. This allows third parties (engineers, developers, manufacturers, sub contractors, local authorities) to correctly identify the nature of the project / development.
- if necessary to comply with a legal obligation or court order or in connection with a legal claim, such as retaining information about your orders if required by tax law; and

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Registered Office: 432 Gloucester Rd, Horfield, Bristol. BS7 8TX  
Registered in England and Wales Reg No 10839977

- as necessary for the purpose of legitimate interests, if those legitimate interests are not overridden by your rights or interests, such as 1) providing and improving our services. STuDS uses your information to provide the services you requested and in our legitimate interest to improve our services
- It is important under CDM2015 (Health & Safety) see <https://www.citb.co.uk/health-safety-and-other-topics/health-safety/construction-design-and-management-regulations/cdm-guidance-documents/> <http://www.hse.gov.uk/construction/cdm/2015/index.htm>

that the clients contact details, and any health and well-being issues are included within the report for the purposes of managing the health, safety and welfare of construction projects.

### **Information Sharing and Disclosure**

Information about STuDS customers is important to our business. STuDS shares your personal information for very limited reasons and in limited circumstances, as follows:

- Service providers. We engage certain trusted third parties to perform functions and provide services to our business, such Structural Engineers, Architects, Developers, Insurance Brokers, Manufactures, Sub contractors, Printers, and delivery companies. STuDS will share your personal information with these third parties, but only to the extent necessary to perform these services.
- Business transfers. If STuDS sell or merge our business, STuDS may disclose your information as part of that transaction, only to the extent permitted by law.
- Compliance with laws. STuDS may collect, use, retain, and share your information if STuDS have a good faith belief that it is reasonably necessary to: (a) respond to legal process or to government requests; (b) enforce my agreements, terms and policies; (c) prevent, investigate, and address fraud and other illegal activity, security, or technical issues; or (d) protect the rights, property, and safety of my customers, or others.

### **Data Retention**

STuDS will retain your personal information only for as long as necessary to provide you with our services and as described in our Privacy Policy. However, STuDS may also be required to retain this information to comply with our legal and regulatory obligations, to resolve disputes, and to enforce any agreements. STuDS generally keep your data for the following time period: 5 years.

### **Your Rights**

If you reside in certain territories, including the EU, you have a number of rights in relation to your personal information. While some of these rights apply generally, certain rights apply only in certain limited cases. STuDS describe these rights below:

- Access. You may have the right to access and receive a copy of the personal information STuDS hold about you by contacting [admin@studs.org.uk](mailto:admin@studs.org.uk)
- Change, restrict, delete. You may also have rights to change, restrict STuDS use of, or delete your personal information. Absent exceptional circumstances (like where STuDS are required to store data for legal reasons) STuDS will generally delete your personal information upon request.

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- Object. You can object to (i) STuDS processing some of your information based on STuDS legitimate interests and (ii) receiving marketing messages from STuDS after providing your express consent to receive them. In such cases, STuDS will delete your personal information unless STuDS have compelling and legitimate grounds to continue using that information or if it is needed for legal reasons.
- Complain. If you reside in the EU and wish to raise a concern about STuDS use of your information (and without prejudice to any other rights you may have), you have the right to do so with your local data protection authority.

### **How to Contact STuDS**

For purposes of EU data protection law, I, Andrew Best, am the data controller of your personal information. If you have any questions or concerns, you may contact me at [admin@studs.org.uk](mailto:admin@studs.org.uk)  
Alternately, you may mail me at:

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<https://www.citb.co.uk/health-safety-and-other-topics/health-safety/construction-design-and-management-regulations/cdm-guidance-documents/>

<http://www.hse.gov.uk/construction/cdm/2015/index.htm>

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