

THE BUILDING INSPECTORS

Data Protection & Privacy Policy



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1.0 Introduction

This Policy provides information on how we as an organisation, our representative offices and any third-party providers collect, use, secure, transfer and share your information. We fully comply with GDPR data protection legislation, namely the Data Protection Act 2018¹.

We are Registered Building Control Approvers and Registered Building Inspectors. Our company provides Building Control services in England.

Our practice is regulated by the Building Safety Regulator, is additionally regulated by RICS, and we hold professional membership of ABCA, RICS, Engineering Council, CABE & IFE.

2.0 Scope

We will only collect data that we need to administer our function as Registered Building Control Approvers and Registered Building Inspectors under the duties imposed by us under the legislative parameters:

- The Building Act 1984²
- The Building Safety Act 2022³
- The Building Regulations 2010 (as amended)⁴
- The Building (Registered Building Control Approvers etc.) (England) Regulations 2024⁵.

¹ <https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted>

² <https://www.legislation.gov.uk/ukpga/1984/55>

³ <https://www.legislation.gov.uk/ukpga/2022/30/contents/enacted>

⁴ <https://www.legislation.gov.uk/uksi/2010/2214/contents/made>

⁵ <https://www.legislation.gov.uk/uksi/2024/110/contents/made>

3.0 Strategic delivery

Our company will co-operate with the Regulatory Authority (RA) in the conduct of our regulatory functions. We will provide information when requested by the RA in accordance with relevant statutory timescales and if the request is not pursuant to the exercise of statutory powers, as soon as reasonably practicable.

We only collect the information we need to provide you with the service you have requested from us. If we receive a valid complaint, we will collect the data required to consider the complaint effectively. If you apply for a position with The Building Inspectors Ltd., we will collect enough data to process your application.

4.0 Operational delivery

The type of information we collect and how we collect information from you.

We collect information by:

- Email
- Post
- Application forms
- Duty holder information
- Contracts
- Due diligence requests and checks
- General correspondence

4.1 How is your information used

We will only use your data to undertake our statutory function and provide you the services requested and agreed between our contractual relationship. We use data in our compliance systems, including accounts, bookkeeping, payroll and HR.

We will share data with a third party if required to do so by law.

If you make a complaint, we will process your information to address any concerns effectively.

4.2 Who has access to your information

Employees of The Building Inspectors Ltd. will have access to your personal data to undertake a specific task associated with delivering the agreed scope of services we have entered in to.

We will not share your data with any third-party marketing agency.

4.3 Profiling

We do not analyse any personal information in any way.

4.4 Your choices and rights

You have the right to access the personal information we hold about you. You may ask us to rectify or delete information we hold regarding you. In some cases, we may not be able to fully comply with this request. For example, if you request access to your data in relation to an ongoing investigation, we may not provide it to you. This is because it could affect the outcome of the case.

We would always ask that you contact us first if you have any queries in relation to the way we process your personal data.

Requests for information can be submitted to: info@thebuildinginspectors.co.uk

Please note: We are required to retain project information for 15 years. This includes personal information and duty holder obligation data.

4.5 Security

We take the security of your information seriously, and as such, we have Information Security Management Systems in place.

4.6 Where is your personal data processed

The Building Inspectors main office is in London, where your information is likely to be processed. Please note that we share information internally when necessary to do so. All information is processed within the United Kingdom.

4.7 Under 16

The Professional Services we provide are intended for individuals over the age of 16.

4.8 Cookie Policy

Our website does not incorporate the use of cookies

Updated February 2024
Jason Dunn

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