

OUR DATA AND PRIVACY – GENERAL DATA PROTECTION REGULATION (GDPR)

Section 1 – Information You Give Us

When you contact us through the website enquiry form, by telephone, letter, e-mail, or another method of communication we collect the personal information you give us such as your name, address, email address etc. This information will be used by us to respond to your enquiry. We typically hold initial enquiry information for up to 6 months because some of our clients' projects may take this period to get underway.

When you browse our site, we also automatically receive your computer's internet protocol (IP) address in order to provide us with information that helps us learn about your browser and operating system.

If you instruct us to carry out any work for you then we will use the information you have given us to contact you for the purpose of that work in accordance with our terms of engagement and appointment, which will be sent to you.

Section 2 - Consent

When you provide us with your personal information by completing our online contact form, we will only ever use it for the purpose of your enquiry and for that purpose only. It will not be passed on to any other third party without your consent.

If we ask for your personal information for a secondary reason, like marketing, we will ask you directly for your explicit consent and to opt-in.

If, after you opt-in, you change your mind, you may withdraw your consent for us to contact you, or for the continued collection, use or disclosure of your information, at any time, by contacting office@baysidebc.co.uk or writing to us at: BAYSIDE BUILDING CONSULTANCY LIMITED, Office 4C, Pine Court Business Centre, 36 Gervis Road, Bournemouth, BH1 3DH.

Section 3 - Disclosure

We may disclose your personal information if we are required by law or if there is a lawful basis for us to do so; such as providing information to contractors, suppliers, solicitors or others when the work you have instructed requires this, or providing information to HMRC and legal advisors.

Section 4 - Third-Party Services

In general, the third-party providers used by BAYSIDE BUILDING CONSULTANCY LIMITED will only collect, use and disclose your data to the extent necessary to allow them to perform the services they provide to you. Examples of the third parties we may pass your data on to are: Local Authority, Planning Departments, Solicitors, Consultants and Contractors.

When you click on links on our site, they may direct you away from our site. We are not responsible for the privacy practices of other sites and encourage you to read their privacy statements.

Section 5 - Security

To protect your personal information, we take reasonable precautions, and follow the GDPR guidance, to make sure it is not inappropriately lost, misused, accessed, disclosed, altered, or destroyed.



Electronic data is held on an cloud server and password protected hardware. Hard copies are stored in a secure, locked facility.

We only retain your personal data for as long as we require it to undertake our contract with you. However, we do have a legal requirement to keep your documentation for a longer period.

All job files are kept for a period of 13 years after completion to conform to HMRC Regulations and for Professional Indemnity Insurance purposes.

General enquiries and quotations are retained for one year.

All e-mails are deleted within two years of the conclusion of your project.

Section 6 - Changes To This Privacy Policy

We reserve the right to modify this privacy policy at any time, so please review it frequently. Changes and clarifications will take effect immediately upon their posting on the website.

If our company is acquired by or merged with another company, your information may be transferred to the new owner(s) but will be treated in the same way as we have described above and in our Terms of Engagement and Appointment. If any changes are proposed, then we or the new owner(s) will contact you to obtain your consent to those changes.

Questions And Contact Information

If you would like to: access, correct, amend, or delete any personal information we have about you, register a complaint, or simply want more information, please contact: office@baysidebc.co.uk or write to us at: BAYSIDE BUILDING CONSULTANCY LIMITED, Office 4C, Pine Court Business Centre, 36 Gervis Road, Bournemouth, BH1 3DH.