

Privacy Policy

Premi-AIR Testing and energy assessment services Ltd is an individually run business with the key and sole purpose of providing an airtightness testing and energy assessment service. At no point in the past nor in the future has/will any personal information been/be passed on to any third-party individuals not involved in your project.

Premi-AIR Testing and energy assessment services Ltd strives to provide a professional and contactable service for all clients.

Premi-AIR Testing and energy assessment services Ltd respects your privacy and is committed to protecting and respecting your personal data. This privacy policy will inform you as to how we look after your data along with how we collate it. We will only collect and use personal data in ways that are described here. This policy notice is provided in a layered format.

1. - Information about us and how we process your data
2. - Data we hold
3. - How your data is collated
4. - How we use your data
5. - Data security
6. - Data retention
7. - Your rights
8. - Lawful basis
9. - Third parties
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1. Information about us and how we process your data

1.1- For the purpose of the General Data Protection Regulation the Data Control in **Premi-AIR Testing and energy assessment services Ltd** and the Data Processors are all full-time employees

1.2- Due to the scope of work we undertake and the type of data we handle we are not required to appoint a Data Protection Officer however if you have any questions you should contact us at the address shown below.

1.3- We will only retain and process your personal data for as long as necessary for the purpose that it was collected. Your personal data will be processed in a manner compatible with our obligations and your rights under the regulations at all times.

1.4- Our processing and use of your personal data will always have a lawful basis under the Regulation. The lawful basis established will vary depending on the specific processing required however it will predominantly fall in these categories.

1.5- Consent – You have provided consent for us to process and use your data once a quote is requested from us.

1.6- We are fulfilling a contractual obligation to you, due to you agreeing to our terms and conditions and confirming acceptance of our quote, allowing us to proceed with your testing/assessments.

1.7- We have a *legal obligation* to process your Personal Data (Statutory Accounting legislation)

1.8- We have a *legitimate interest* (e.g. to keep you informed about possible outstanding conditions before completion and any other possible issues)

2. Data we hold

2.1 Personal data, is data relating to living individuals (**Data subjects**) who can be identified from that data, or from that data and any other information which is in the possession of, or is likely to come into the possession of, Premi-QIR Testing and energy assessment services Ltd (**Data controller**). At **Premi-QIR Testing and energy assessment services Ltd** the Personal data that we hold is as follows.

- Names
- Addresses
- Email addresses (if provided)
- Telephone numbers

2.2- At no point does **Premi-QIR Testing and energy assessment services Ltd** hold sensitive personal data

3. How your data is collated

3.1- At **Premi-QIR Testing and energy assessment services Ltd** we only collate personal data that is relevant to **your** project. This information can either be obtained by the following ways. Either by:

- Direct interactions – You may have provided us with your data as mentioned in part 2 - *Data we hold* by either contacting us by telephone, email or letter and by filling out and signing our quote acceptance.
- Third party individuals – Your data may be passed on to us by Agents, Builders, Architects, and/or Engineers consulting on your behalf –the data provided to us is as mention in part 2 - *Data we hold* by either contacting us by telephone, email or letter.

4. How we use your data

4.1- We will only be using your personal data when we have justified legal bases to do so.

| Purpose/Activity | Type of Data | Lawful basis for processing including basis of legitimate interest |
|--|---|--|
| To Provide a quote | Name Address Email Address | Contracts with an Individual |
| Maintaining contact either email, telephone or letter regarding your project | Name Address Telephone/Mobile Number Email Address | Legitimate Interest |
| Storage of data for fifteen (15) years after certificates are issued | Name Address Telephone/Mobile Number Email Address Property Address | Public Tasks |

4.2- By requesting us to destroy your personal data prior to completion, we would be unable to carry on with our role within your construction project.

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4.3- If for some reason we have need to use your data for another reason that is not specified within this policy and our terms and conditions we will always request your permission before hand.

5. Data security

5.1- We currently have security systems in place which prevent the loss, misuse and access by unauthorised individuals. All personal data held by **Premi-QIR Testing and energy assessment services ltd** is only accessed by full time employees.

5.2- Any Personal Data stored on site is secured in an office which is locked whenever there is no authorised personal present.

5.3- Any Personal Data electronically stored is password protect to which only authorised individuals have access.

6. Data retention

6.1- Your data is held for 15 years after your project is completed as per the Accreditation Scheme Performance Standards. Once this time has expired all personal data will be securely disposed of by a qualified company.

6.2- All data that we hold within the 15-year period after the completion of your project is never reviewed unless requested by yourself or by a solicitor working on your behalf.

7. Your Rights

7.1- Under data protection act you (**Data subject**) have the following rights: -

- Right to access
- Right to correction
- Right to have data erased (please be aware if requested during the process of your project we will have no choice by to terminate our contract and revert our application to the local authority as we will not be able to perform our function.).
- Right to object
- Right to data portability
- Right to restriction of processing

8. Lawful basis

8.1- At **Premi-QIR Testing and energy assessment services ltd** we have the intention to use the following Legal basis for process your data: -

- *Contracts with the individual* – We haven't yet got a contract with You, but you have asked us to do something as a first step (e.g. provide a quote) and we need to process your personal data to do as you have requested.
- Legitimate interests –

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| Legitimate Interest | |
|--|---|
| Why do we want to process the data – what are you trying to achieve? | To be able to maintain contact |
| Who benefits from the processing? In what way? | The Data Subject, stays updated |
| Are there any wider public benefits from the processing? | No |
| How important are those benefits? | N/A |
| What would the impact be if you couldn't go ahead? | We would be unable to undertake the work |
| Would your use of the data be unethical or unlawful in any way? | No |
| Necessity Test | |
| Does this processing actually help to further that interest? | Yes |
| Is this a reasonable way to go about it? | Yes |
| Is there another less intrusive way to achieve the same result? | No |
| | |
| What is the nature of your relationship with the individual? | Working and professional |
| Is any of the data particularly sensitive or private | No |
| Would people expect you to use their data in this way? | Yes |
| Are you happy to explain it to them? | Yes |
| Are people likely to object or find it intrusive? | No |
| What is the possible impact on the individual? | Negligible |
| How big might the impact be on them? | Minimal |
| Are you processing children's data? | No child data held |
| Are individuals vulnerable in any other way? | No |
| Are you able to adopt any safeguards to minimise the impact? | Ensure that all communication is direct with The Client |
| Are you able to offer an option to opt-out? | No |

- *Public tasks* - We are carrying out a specific task in the public interest which is laid down by law.

- We are exercising official authority put in place by government by the Building Act - which is laid down by law.

9. Third parties

9.1- At **Premi-AIR Testing and energy assessment services ltd** we will only discuss your project with builders, architects and structural engineers that you have appointed.

9.2- In certain circumstances we may be required to consult with Local Authorities.

9.3- Any data passed to builders, architects or structural engineers will only be the address of your project and possibly your name and email address.

10. Changes to our Privacy Policy

10.1 – Any changes that we make to our Privacy Policy in the future will be confirmed and notified to you in writing.