

YDBC Ltd Privacy Notice (July 2021 Update)

YDBC Ltd contact details:

Registered Office:

Sanderson House, 22 Station Road, Horsforth, Leeds, LS18 5NT

Registered Business Premises:

Yorkshire (Leeds Office)

Sanderson House, 22 Station Road, Horsforth, Leeds, LS18 5NT

Tel: 0113 372 0094 **Email:** admin@ydbc.co.uk **Web:** www.ydbc.co.uk

North East (Leyburn Office)

Unit 1, Elite Apartments, Harmby Road, Leyburn, North Yorkshire, DL8 5FE

Tel: 01969 625145 **Email:** info@ydbc.co.uk **Web:** www.ydbc.co.uk

What type of information we have:

We hold your name, address, telephone number(s), email address and address of your project. This information is provided by yourself, or your agent (if applicable) and/or building contractor (if applicable). We ask you or your representative(s) to provide this so that we can process your application for building regulation approval accurately and on a lawful basis as per building regulations – under the Building Act 1984.

How we get the information and why do we have it:

The information to support any building regulations application is provided by the client, appointed agent (if applicable) and building contractor (if applicable).

What we do with the information we have:

We need this information in order to submit an Initial Notice to the local authority on behalf of the client in a timely manner, and then to maintain contact during the length of the project.

We also provide and receive information relating to your project as per the following sources:

- If a consultation with a water authority is required, then the address, site location plan and postcode of the site only would be provided to this agency as per the Approved Inspectors' Regulations 2010. Comments are returned to YDBC Ltd and are then stored on file.

- When appraising information for building regulations compliance YDBC Ltd will refer structural designs to a structural engineer. The address and postcode of your project together with structural calculations, existing and proposed plans will be provided to this agency to ensure compliance with Building Regulations on our behalf. Comments returned to YDBC Ltd and client notified. Comments are stored on file.
- If a consultation with the fire authority is needed (in the case of a non-domestic project), then address, postcode, site plan, existing and proposed plans, and plan check comments are provided to the relevant authority to assist in a fire safety risk assessment in order to comply with building regulations. Comments returned to YDBC Ltd and client notified. Comments are stored on file.

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

Your consent: You can remove your consent at any time and can do this by contacting **0113 372 0094** or **01969 625145** or by email to admin@ydbc.co.uk or info@ydbc.co.uk

YDBC Ltd has a contractual obligation.

YDBC Ltd has a legal obligation as per the Building Act 1984.

YDBC Ltd has a legitimate interest in ensuring that works are carried out in accordance with Building Regulations.

How we store your information:

Your information is stored in hard copy for the duration of your project. At the completion of your project the hard copy file is shredded securely by a professional company and certification for this is provided to us. An identical electronic copy of all your information is also kept for a minimum of 15 years as per the requirements of YDBC Ltd's Professional Indemnity Insurance.

- Hard copy files are stored securely in a locked unit within a locked office.
- Electronic files are stored in a password protected secure internet-based system with regularly updated passwords and continuous Cloud back-up.

Your data protection rights:

Under data protection law you have the following rights:

- Your right of access – to ask us for copies of your personal information.

- Your right to rectification – to ask for information to be rectified or completed, if incomplete.
- Your right to erasure – to ask us to erase your personal information in certain circumstances.
- Your right to restriction of processing – to ask us to restrict processing of your personal data in certain circumstances.
- Your right to object to processing – to object to the processing of your personal data in certain circumstances.
- Your right to data portability – to ask us to transfer the 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 YDBC Ltd has one month in which to respond to you.

Please contact YDBC Ltd on **0113 372 0094** or **01969 625145** or by email to admin@ydbc.co.uk or info@ydbc.co.uk

If at any point you are unhappy with how YDBC Ltd has used your data, you can contact the Information Commissioner's Office (ICO) at the following address:

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

Helpline Number: 0303 123 1113