



1. Introduction

Fire & Building Integrity Ltd is committed to protecting and respecting the privacy of individuals and ensuring that personal information is handled responsibly, securely and in accordance with applicable data protection legislation.

This Privacy Policy explains how Fire & Building Integrity Ltd collects, uses, stores and protects personal information when providing independent technical consultancy, fire safety, passive fire and building integrity services.

This policy applies to clients, prospective clients, contractors, suppliers, professional contacts, website visitors and any individuals whose personal information is processed by Fire & Building Integrity Ltd.

Fire & Building Integrity Ltd acts as the **Data Controller** for personal information processed as part of its business activities.

Fire & Building Integrity Ltd is registered with the Information Commissioner's Office (ICO) as a data controller. Our ICO registration number is ZC215145.

2. Data Protection Legislation

Fire & Building Integrity Ltd processes personal information in accordance with:

- The UK General Data Protection Regulation (UK GDPR);
- The Data Protection Act 2018; and
- Other applicable data protection and privacy legislation.

Fire & Building Integrity Ltd is committed to ensuring that personal information is:

- Processed lawfully, fairly and transparently;
- Collected only for specified purposes;
- Limited to what is necessary;
- Accurate and kept up to date;
- Retained only for as long as required; and
- Protected against unauthorised access, loss or misuse.



3. Information We Collect

Fire & Building Integrity Ltd may collect and process the following types of personal information:

3.1 Client and Business Contact Information

This may include:

- Name;
- Job title and company details;
- Email address;
- Telephone number;
- Business address;
- Project-related correspondence; and
- Information required to deliver consultancy services.

3.2 Project and Technical Information

This may include:

- Building information;
- Site information;
- Inspection records;
- Reports and assessments;
- Photographs;
- Drawings and technical documents; and
- Information relating to construction, fire safety or building integrity matters.

3.3 Financial Information

This may include:

- Company billing details;
- Purchase order information;
- Invoice records; and
- Payment-related information.

Fire & Building Integrity Ltd does not store payment card details.



3.4 Website and Enquiry Information

Where individuals contact Fire & Building Integrity Ltd through a website, email or other communication channel, information provided may include:

- Name;
- Contact details;
- Enquiry details; and
- Any information voluntarily provided.

4. How We Use Personal Information

Personal information may be used for the following purposes:

- Providing consultancy services;
- Preparing quotations and proposals;
- Managing client appointments;
- Undertaking inspections, reviews and assessments;
- Preparing technical reports;
- Communicating with clients and project stakeholders;
- Maintaining business records;
- Issuing invoices and managing accounts;
- Meeting legal, regulatory and professional obligations; and
- Improving business processes and services.

Fire & Building Integrity Ltd will only use personal information for purposes that are compatible with the reason it was collected.

5. Lawful Basis for Processing Information

Fire & Building Integrity Ltd processes personal information using the following lawful bases:



5.1 Contract

Processing may be necessary to:

- Provide agreed consultancy services;
- Prepare documentation and reports; and
- Manage contractual arrangements.

5.2 Legitimate Interests

Processing may be necessary for legitimate business activities, including:

- Managing client relationships;
- Maintaining professional records;
- Responding to enquiries; and
- Protecting and developing business operations.

5.3 Legal Obligations

Processing may be required to comply with legal obligations, including:

- Financial record keeping;
- Tax requirements; and
- Regulatory requirements.

5.4 Consent

Where required, Fire & Building Integrity Ltd will obtain consent before processing personal information for specific purposes.



6. Sharing Personal Information

Fire & Building Integrity Ltd will only share personal information where necessary and appropriate.

Information may be shared with:

- Clients and appointed project stakeholders;
- Professional advisers, including accountants and insurers;
- IT and software service providers;
- Regulatory bodies or authorities where legally required; and
- Other professional consultants where required to deliver agreed services.

Fire & Building Integrity Ltd does not sell personal information or share personal information for marketing purposes without consent.

7. Information Security

Fire & Building Integrity Ltd takes reasonable measures to protect personal information, including:

- Secure password protection;
- Restricted access to business information;
- Secure electronic storage;
- Appropriate document management procedures;
- Device security measures; and
- Regular review of information handling practices.

While reasonable steps are taken to protect information, no electronic storage or transmission method can be guaranteed to be completely secure.



8. Data Retention

Fire & Building Integrity Ltd retains personal information only for as long as necessary for the purpose it was collected.

Retention periods may include:

Information Type	Typical Retention Period
Client project records	7 years
Reports and technical documents	7 years
Financial records	Minimum 6 years
Business correspondence	Reviewed periodically
Enquiry information	Reviewed periodically

Information will be securely deleted or destroyed when it is no longer required.

9. Individual Rights

Under UK GDPR, individuals have rights regarding their personal information, including:

Right of Access

Individuals may request a copy of the personal information held about them.

Right to Rectification

Individuals may request correction of inaccurate or incomplete information.

Right to Erasure

Individuals may request deletion of personal information where there is no lawful reason to continue processing it.

Right to Restrict Processing

Individuals may request that processing of their information is limited in certain circumstances.



Right to Object

Individuals may object to certain types of processing.

Right to Data Portability

Individuals may request their information in a commonly used electronic format where applicable.

Requests relating to personal information should be submitted using the contact details provided within this policy.

10. Data Breaches

Fire & Building Integrity Ltd maintains procedures for identifying, managing and responding to personal data breaches.

Where a breach occurs, Fire & Building Integrity Ltd will:

- Assess the nature and impact of the breach;
- Take appropriate steps to reduce risk;
- Record details of the incident; and
- Notify relevant parties where required by law.

Where required, serious breaches will be reported to the Information Commissioner's Office (ICO) within the required timeframe.

11. Third-Party Services

Fire & Building Integrity Ltd may use third-party services to support business operations, such as:

- Accounting software;
- Document storage systems;
- Email services;
- Website hosting;
- Professional service providers.

Third-party providers are expected to maintain appropriate security and data protection standards.



12. Changes to This Privacy Policy

Fire & Building Integrity Ltd may update this Privacy Policy from time to time to reflect:

- Changes in legislation;
- Changes in business operations;
- Improvements to procedures; or
- Updated professional guidance.

Any amendments will be recorded through the document revision process.

13. Contact Information

For any questions regarding this Privacy Policy, requests relating to personal information, or concerns regarding data protection, please contact:

Fire & Building Integrity Ltd

Email: info@firebuildingintegrity.co.uk

Address: 45 Silverstream House, 4th Floor, Fitzroy Street, Fitzrovia, London, W1T 6EB

14. Document Approval

This document has been reviewed and approved by Fire & Building Integrity Ltd.

Approved By:

Name: ___Peter Biggs_____

Position: Director

Signature:  _____

Date: ___17 Aug 2026_____

