

# Privacy Policy

## 1. Who We Are

Barnwood Limited is a UK construction company specialising in commercial new build, shopfitting, interiors, and general works. We are the data controller for personal information collected through our website and business operations.

### Contact details:

- Website: [barnwood.co.uk](http://barnwood.co.uk)
- For privacy enquiries, please contact us through the website contact form or email the address provided on our site.

We do not have a Data Protection Officer as one is not required by UK GDPR for our business.

## 2. What Personal Data Do We Collect?

We collect personal data in the following circumstances:

### Website visitors:

- IP address, browser type, pages visited, and time spent on our site (via website analytics)
- Information you provide when completing contact forms or enquiry submissions

### Enquiries and contact requests:

- Name, email address, phone number, company name, and details of your enquiry

### Employees:

- Employment-related personal data (names, contact details, employment records)

### Suppliers and subcontractors:

- Information submitted as part of our pre-qualification questionnaire (PQQ) process, including company details, contact information, financial information, health and safety records, insurance details, and references

## 3. Why We Collect and Use Your Data

We process personal data for the following purposes and on the following legal bases:

| Purpose                                                                         | Legal Basis                                                      |
|---------------------------------------------------------------------------------|------------------------------------------------------------------|
| To respond to your enquiry or contact request                                   | Contract performance (to provide quotations or information)      |
| To manage our website and improve user experience                               | Legitimate interests (to maintain and develop our website)       |
| To comply with legal obligations (e.g., tax, employment law, health and safety) | Legal obligation                                                 |
| To assess supplier and subcontractor suitability during PQQ                     | Legitimate interests (to select competent, reliable contractors) |
| To manage supplier and subcontractor relationships                              | Contract performance (to fulfil supply/subcontract agreements)   |

|                                          |                                                                             |
|------------------------------------------|-----------------------------------------------------------------------------|
| Website analytics and traffic monitoring | Legitimate interests (to understand website usage and optimise performance) |
|------------------------------------------|-----------------------------------------------------------------------------|

We do not carry out automated decision-making or profiling with significant effects on individuals.

#### 4. Cookies and Website Usage Data

Our website uses cookies and similar tracking technologies to:

- Maintain session functionality
- Remember your preferences
- Analyse website traffic and usage patterns

**Essential cookies** (strictly necessary for website operation) are set automatically. You may disable non-essential cookies through your browser settings. For detailed information about cookies used on our site, please see our [Cookies Notice] (link to be added to website).

#### 5. Who We Share Your Data With

We may share your personal data with:

- Our employees and contractors who need access to perform their roles
- Third-party service providers (e.g., website hosting, email services, analytics providers) who process data on our behalf under confidentiality obligations
- Legal and regulatory authorities if required by law (e.g., tax authorities, health and safety regulators)
- Professional advisers (solicitors, accountants) where necessary for business purposes

We do not sell or market your data to third parties.

#### 6. International Data Transfers

All personal data is stored and processed within the United Kingdom and European Economic Area (EEA). We do not routinely transfer data outside the UK/EEA. Any future transfers outside the UK/EEA will only occur where we have appropriate safeguards in place under UK GDPR.

#### 7. How Long We Keep Your Data

We retain personal data only for as long as necessary for the purposes outlined in this policy:

| Data Type                       | Retention Period                                                         |
|---------------------------------|--------------------------------------------------------------------------|
| Website enquiry forms           | 2 years from submission (or until enquiry resolved, whichever is longer) |
| Employee records                | As required by employment law (typically 6 years minimum)                |
| Supplier/subcontractor PQQ data | 3 years from last business interaction, or as required by contract       |
| Website analytics data          | 12 months                                                                |

|         |                                                                     |
|---------|---------------------------------------------------------------------|
| Cookies | As per cookie settings (typically session-based or up to 12 months) |
|---------|---------------------------------------------------------------------|

We will delete or anonymise data once it is no longer needed, unless we are required to retain it by law.

## 8. Your Rights

Under UK GDPR, you have the following rights:

- **Right of access:** You can request a copy of the personal data we hold about you
- **Right to rectification:** You can ask us to correct inaccurate or incomplete data
- **Right to erasure:** You can request deletion of your data (subject to certain exceptions)
- **Right to restrict processing:** You can ask us to limit how we use your data
- **Right to data portability:** You can request your data in a structured, portable format
- **Right to object:** You can object to certain types of processing, including for direct marketing
- **Rights related to automated decision-making:** You have the right not to be subject to decisions based solely on automated processing with significant effects (we do not carry out such processing)

To exercise any of these rights, please contact us using the details provided in Section 1 above. We will respond to requests within one month (or up to three months for complex requests).

## 9. Right to Complain

If you are unhappy with how we have handled your personal data, you have the right to lodge a complaint with the **Information Commissioner's Office (ICO)**:

- Website: [www.ico.org.uk](http://www.ico.org.uk)
- Phone: 0303 123 1113
- Address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

You can also contact us first to attempt to resolve your concern.

## 10. Information For Suppliers and Subcontractors

When you submit information as part of our PQQ process, we collect and process your data to assess your suitability as a supplier or subcontractor.

### Data we collect:

- Company details (name, address, contact information)
- Financial information (turnover, bank details where applicable)
- Insurance and accreditation details
- Health and safety records and references
- Key personnel information
- Compliance and legal status information

**Why we collect it:**

- To evaluate your capability, reliability, and compliance with our standards
- To manage our supply chain and contractor relationships
- To comply with our own legal obligations (e.g., health and safety, financial due diligence)

**Legal basis:**

- Legitimate interests (to select suitable, competent suppliers and manage risk)
- Contract performance (where you are selected and enter into a supply/subcontract agreement)

**Who we share it with:**

- Our internal procurement and operations teams
- Our insurance providers and legal advisers (where relevant)
- Regulatory authorities if required by law

**How long we keep it:**

- 3 years from your last business interaction with us, or longer if you are an active supplier

**Your rights:**

- You have the same rights as outlined in Section 8 above
- You can withdraw consent (if applicable) at any time
- You can request access to, or deletion of, your PQQ data

For PQQ-related data enquiries, please use the contact details in Section 1.

## 11. Changes to This Policy

We may update this privacy policy from time to time to reflect changes in our business or legal requirements. Any material changes will be notified to you by email (if we hold your email address) or by posting the updated policy on our website. Your continued use of our website or business relationship with us following any changes constitutes your acceptance of the updated policy.

**Last updated: June 2026**

## 12. Contact Us

If you have any questions about this privacy policy or our data handling practices, please contact us:

- **Via website:** Use the contact form at [barnwood.co.uk](https://barnwood.co.uk)
- **By email:** [datacontroller@barnwood.co.uk](mailto:datacontroller@barnwood.co.uk)
- **By post:** Barnwood Limited, 203 Barnwood Road, barnwood, Gloucester, GL4 3HS