



CONTENTS

1.	Context and Overview	3
1.1.	Key details	3
1.2.	Introduction	3
1.3.	Why this policy exists	3
1.4.	The General Data Protection Regulation	3
1.5.	The Personal Data we collect	3
2.	Data Necessary for the Performance of a Contract	4
2.1.	What we collect.....	4
2.2.	What we do with the information we gather	4
3.	Data for Other Purposes	4
3.1.	What we collect.....	4
3.2.	What we do with the information we gather	4
4.	Security	4
5.	Controlling Your Personal Information	5

Commercial In Confidence

© Bureau Technical Inspection
Services Limited (BTIS)

The copyright in this work is vested in Bureau Technical Inspection Services Limited (BTIS), and the information contained herein is confidential. This work, either in whole or in part, may not be reproduced or disclosed to others or used for any purpose, other than for internal client evaluation, without Bureau Technical Inspection Services Limited (BTIS) prior written approval.

1. Context and Overview

1.1. Key details

Policy Approved by: David Blanchard, Managing Director.

Date of Issue: 03/02/2025

Revision Number: 03

Next Review Date: 05/01/2026

Signed:

1.2. Introduction

This privacy policy sets out how Bureau Technical Inspection Services Limited (BTIS) (us/we) uses and protects any information that you give us in the course of day-to-day business. Our policy in relation to the collection of data through our website can be viewed at <https://www.btis.co.uk/privacy-policy/>

We are committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified then you can be assured that it will only be used in accordance with this privacy statement.

1.3. Why this policy exists

This General Data Protection Regulation policy ensures Bureau Technical Inspection Services Limited (BTIS):

- Complies with GDPR law and follows good practice
- Protects the rights of staff, customers and partners
- Is open about how it stores and processes individuals personal data
- Protects itself from the risks of a data breach

1.4. The General Data Protection Regulation

The General Data Protection Regulation (GDPR) (EU) 2016/679 is a regulation in EU law on data protection and privacy for all individuals within the European Union. It also addresses the export of personal data outside the EU. The GDPR aims primarily to give control to citizens and residents over their personal data and to simplify the regulatory environment for international business by unifying the regulation within the EU.

It was adopted on 14 April 2016, and after a two-year transition period, become enforceable on 25 May 2018. The GDPR replaces the 1995 Data Protection Directive in the EU and The Data Protection Act 1998 in the UK. As and when the UK leaves the EU a new UK Data Protection Act will in effect implement the GDPR.

1.5. The Personal Data we collect

We collect personal data for predominately two reasons:

- Data necessary for the performance of a contract
- Data for other purposes i.e. marketing

2. Data Necessary for the Performance of a Contract

2.1. What we collect

We may collect the following information:

- Name and job title
- Contact information including email address

2.2. What we do with the information we gather

We require this information to facilitate the performance of the contract. On occasions we may need to provide this information to chosen third parties who assist us in the performance of the contract and who have confirmed to us their systems are GDPR compliant.

In-addition, we may periodically send promotional emails about new products, special offers or other information which we think you may find interesting using the email address which you have provided.

3. Data for Other Purposes

3.1. What we collect

We may collect the following information:

- Name and job title
- Contact information including email address
- Demographic information such as postcode, preferences and interests
- Other information relevant to customer surveys and / or offers

3.2. What we do with the information we gather

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping.
- We may use the information to improve our products services.
- We may periodically send promotional emails about new products, special offers or other information which we think you may find interesting using the email address which you have provided.

4. Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

5. Controlling Your Personal Information

We will not sell or lease your personal information to third parties.

We will not distribute your personal information to third parties other than to chosen third parties who assist us in the performance of the contract unless we have your permission to do so.

In certain circumstances personal data can be disclosed to law enforcement agencies without your consent, under these circumstances we will disclose the data if requested to do so.

If you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by emailing us at info@btis.co.uk

You may request details of personal information which we hold about you. If you would like a copy of the information held on you please email your request to info@btis.co.uk

If you believe that any information we are holding on you is incorrect or incomplete, please email us at info@btis.co.uk as soon as possible. We will promptly correct any information found to be incorrect.