BPG ARCHITECTS + SURVEYORS

Privacy Policy

BPG Architects + Surveyors is committed to handling your personal data responsibly and in line with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. This policy explains how we collect, use and protect your personal data when you sign up to receive our email newsletters and other communications from us.

1. Who we are

BPG Architects + Surveyors is an architecture and surveying practice based in Dorking, Surrey. For the purposes of data protection law, BPG is the "data controller" of the personal data described in this policy.

- Registered company name: BPG Limited
- Company registration number: 02232592
- Registered address: Studios 1 & 2, Old Kings Head Court, 11 High Street, Dorking, Surrey RH4 1AR
- ICO registration number: ZA281560

2. What data we collect

When you sign up to our mailing list or get in touch with us, we may collect:

- Your name and email address
- Your company or organisation, if you choose to provide it
- Your communication preferences, such as the topics you are interested in
- Any correspondence you send us

3. How we use your data

We use your personal data to:

- Send you our email newsletters, including project updates, industry insights and company news
- Keep you informed about events, publications and other updates from BPG
- Respond to you when you contact us
- Keep a record of your communication preferences

We do not use your data for automated decision-making or profiling.

4. Our legal basis for processing

We rely on the following legal bases under UK GDPR:

- Consent - when you sign up to receive our email newsletters and communications
- Legitimate interests - to respond to you when you contact us and maintain our client and contact relationships
- Legal obligation - where we are required to process data to comply with the law

5. Sharing your data

We will not sell, rent or share your personal data with any third party. Your details will only be used by BPG, and all communication you receive will come directly from BPG.

We may use trusted software to collect and store your details securely. These providers act only on our instructions and cannot use your data for their own purposes.

We will only disclose your data to anyone else where we are required to do so by law.

6. Data retention

We keep your details on our mailing list until you ask to be removed. Any correspondence is kept only for as long as we need it for our business records.

7. Removing yourself from our mailing list

You can remove yourself from our mailing list at any time by emailing **hello@bpg.co.uk**. We will remove your details promptly and you will not receive any further communications from us.

8. Your rights

Under UK GDPR, you have the right to:

- Access the personal data we hold about you
- Ask us to correct inaccurate data
- Ask us to delete your data
- Withdraw your consent at any time
- Object to or restrict certain processing
- Request that your data be provided in a portable format

To exercise any of these rights, please contact us using the details below.

9. Contact us

If you have any questions about this policy or how we handle your data, please contact BPG Architects + Surveyors:

- Email: hello@bpg.co.uk
- Phone: 01306 887070
- Address: Studios 1 & 2, Old Kings Head Court, 11 High Street, Dorking, Surrey RH4 1AR

10. Complaints

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), the UK's data protection regulator:

- Website: ico.org.uk
- Helpline: 0303 123 1113

11. Changes to this policy

We may update this policy from time to time. Any changes will be posted on our website.