

Privacy Statement

FOCUS CONSULTANTS

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Collection and use of Personal Data

Focus Consultants is committed to secure data handling and privacy by default and will collect and store any data collected in accordance with the Data Protection Act 2018 and General Data Protection Regulations.

We will only collect data that has been volunteered by users and/or provided to enable us to perform our duties under contract. This may include details of owners and premises adjacent to or otherwise affected by our clients' developments collected solely for the purpose of fulfilling our duties and obligations, including those under the Party Wall Act 1996. We will keep this data secure and up to date and only retain the data for as long as reasonably necessary. We will only use this data for the reason that was originally intended.

Users of Focus Consultants website can visit the site without revealing their identity or providing information about themselves.

Data Protection Act 2018

Focus Consultants aims to fulfil its obligations under the Data Protection Act 2018 ("the Act") to the fullest extent. This Act repeals The Data Protection Act 1998 and imposes a number of responsibilities and liabilities on the Firm as a Data Controller. We have notified the Information Commissioner of the categories of personal data that are processed, the purposes of such processing and the security measures that have been implemented, in accordance with the Act. "Processing" includes obtaining, recording or holding information or data or carrying out any operation or set of operations on the information or data including disclosing such information or data.

The Information Commissioner's Registration number under the Act for Focus Consultants is PZ250207X

All members of the Firm will be required to comply with any privacy/data protection or other policy issued from time to time by us to ensure Data Protection compliance, based on the following Data Protection Principles enshrined in the Act:

- Fair, lawful, and transparent processing
- Purpose limitation
- Data minimisation
- Accuracy
- Data retention periods
- Data security
- Accountability.

Personal Details

As part of its everyday business activities, Focus Consultants holds personal data of members of the Firm and its clients, contractors and suppliers. “Personal data” means information by which a living person can be identified and includes, for example, but is not limited to, contact details, training and appraisal records, curricula vitae, references, limited financial information (for payroll or invoicing purposes), sickness records and other personal details. The personal data held by Focus Consultants is regularly collected, processed and stored on computerised records and in manual filing systems. We will review these records regularly to ensure that they remain accurate and up to date.

Personal data will be held on a confidential basis and may be disclosed to third parties in accordance with the Data Protection Act 2018 and the GDPR and with the individual’s consent where appropriate. In providing this data, the individual consents to the Firm processing the personal data (including sensitive personal data) concerning the individual in order to properly fulfil our obligations to such individual under a contract of employment or contract to supply services. Such circumstances may include:

- A duty to disclose information under a legal obligation
- A necessity to disclose to perform business services for you or perform a contract
- A response to a request from a government authority/regulator.

Such details will be limited to those strictly required to complete the duties required.

If as Data Subject you have any objection to the processing by the Firm of any personal data to facilitate provision of our services, you should contact us as soon as possible as it may mean the contract cannot proceed. Employees should refer to our specific Employee Privacy Policy.

Focus Consultants will comply with its obligations under the Act to register details with the Information Commissioner of the processing it does and the purposes for this processing.

Personal Liabilities and Responsibilities

Focus Consultants also has a duty to ensure that all personal data is securely kept. We will ensure that personal data is not disclosed to or accessible by anybody who does not have authorisation, and members of the Firm should also ensure that they do not disclose personal data relating to any employee or other contact of the Firm to anyone, without the legal basis to do so.

Failure to comply with the Act can give rise to contractual and/or criminal liability and could result in compensation being payable and/or the imposition of fines; the Firm may act to recover any damages suffered. Focus Consultants takes its responsibilities under the Act very seriously, and expects all members of the Firm to ensure that they do not do anything that may cause us to be in breach of any of the provisions of the Act. As such, it shall be a disciplinary offence for any member of the Firm to knowingly or recklessly cause the Firm to be in breach of the Act and we may take action against any member of the Firm who causes us to suffer loss.

The new Regulations provide certain rights for individuals regarding the data held about them. Please see our Data Protection Policy for further details.

Focus Consultants 2010 LLP is the controller and processor of data for the purposes of the Data Protection Act 2018 and the General Data Protection Regulations. If any individual would like further information on the responsibilities and liabilities of Focus Consultants under the Act or advice on compliance with the provisions of the Act, this can be obtained via the Operations Manager.

Should any person be unhappy with our response, if he/she needs any advice or have any concerns as to how his/her data is processed or wishes to lodge a complaint, this should be via the Information Commissioners' Office as below.

ICO Helpline

Telephone: 0303 123 1113.