



Building Sustainably

Privacy Policy

How SB4 Construction Group Ltd collects, uses and protects personal data

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Policy Owner	Anthony Litchfield, Managing Director
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Related Documents	Data Protection & Cyber Security Policy (SB4G-DPCS-001) · Cookie Policy (SB4G-WEB-POL-002) · Website Acceptable Use Policy (SB4G-WEB-POL-001)

1. About This Privacy Policy

SB4 Construction Group Ltd (“we”, “us”, “our”) is committed to protecting your privacy and handling your personal data responsibly and transparently. This Privacy Policy explains what personal data we collect, how and why we use it, who we share it with, and the rights you have. It applies to clients, prospective clients, suppliers and subcontractors, website visitors and other people we deal with in the course of our business.

We are the “controller” of the personal data we process, which means we are responsible for deciding how it is held and used. Our employees and workers are given separate, more detailed privacy information about how we handle staff data.

2. Who We Are and How to Contact Us

SB4 Construction Group Ltd is a company registered in [England and Wales / Wales] under company number [company number], with its registered office at [registered office address, Llanfyllin, Powys]. We are registered with the Information Commissioner's Office under registration number [ICO registration number].

For any questions about this policy or your personal data, please contact our data protection lead at [dataprotection@sb4construction.co.uk], or by post at the address above.

3. Personal Data We Collect

Depending on our relationship with you, we may collect and process the following categories of personal data:

- **Identity and contact data** – such as your name, job title, employer, email address, telephone number and postal address;

- **Enquiry and correspondence data** – the content of enquiries, messages and communications you send us;
- **Contract and project data** – information needed to quote for, plan and deliver our work, including site and project details;
- **Financial and transactional data** – payment, invoicing and bank details for clients, suppliers and subcontractors;
- **Health and safety data** – limited information recorded to meet our health and safety duties on site, such as accident, incident or first-aid records (see Section 6);
- **Website and technical data** – such as your IP address, device and browsing information collected through cookies (see our Cookie Policy).

4. How We Collect Your Data

We collect personal data directly from you – for example when you contact us, request a quote, enter into a contract, or work with us as a supplier or subcontractor. We also collect data generated in the course of our work, and, where relevant, information from third parties such as public registers, credit-reference and fraud-prevention agencies, professional advisers, or others involved in a project.

5. How and Why We Use Your Data

We only use your personal data where the law allows us to. The table below sets out the main purposes for which we use personal data and the lawful basis we rely on for each. In practice, more than one basis may apply to a given activity.

Purpose	Data used	Lawful basis
Responding to enquiries and providing quotations	Identity, contact, enquiry	Legitimate interests; steps prior to a contract
Planning and delivering our projects and services	Identity, contact, contract, project	Performance of a contract; legitimate interests
Managing supplier and subcontractor relationships	Identity, contact, contract, financial	Performance of a contract; legitimate interests
Invoicing, payments and accounts	Identity, financial, transactional	Contract; legal obligation
Meeting legal, regulatory and health-and-safety duties	Most categories, as relevant	Legal obligation; legitimate interests
Improving and securing our website	Website and technical	Legitimate interests; consent (where required)
Keeping you informed about our services (marketing)	Identity, contact	Consent; legitimate interests

6. Special Category Data

Some health-and-safety records may include health-related information, which is a “special category” of data requiring extra protection. Where we process such data, we do so only where necessary and where an additional condition applies – in particular to meet our obligations in the field of health and safety, or to protect someone's vital interests in an emergency. We limit this data to what is necessary and keep it secure.

7. Marketing

Where we send you information about our services, we will do so in accordance with the law and will always give you a simple way to opt out. You can ask us to stop sending you marketing at any time by contacting us or using the unsubscribe option in any message.

8. Who We Share Your Data With

We do not sell your personal data. We may share it, only as necessary, with:

- subcontractors, suppliers, consultants and other parties involved in delivering a project;
- our professional advisers, such as accountants, insurers, legal advisers and external health-and-safety consultants;
- IT and cloud service providers who host or support our systems (for example, our Microsoft 365 environment), acting as our processors under written contracts;
- accreditation bodies, and regulators or authorities such as HMRC, the Health and Safety Executive or the Building Safety Regulator, where we are required or permitted to do so; and
- other parties where we are required by law, or to establish, exercise or defend legal claims.

Where third parties process personal data on our behalf, we put written contracts in place requiring them to keep it secure and to use it only as instructed.

9. International Transfers

We aim to keep personal data within the UK. Where any of our providers store or process data outside the UK, we make sure that appropriate safeguards recognised under UK data protection law are in place so that your data remains protected.

10. How Long We Keep Your Data

We keep personal data only for as long as we need it for the purposes described in this policy, and to meet our legal, contractual, accounting and regulatory obligations – which, for construction and health-and-safety records in particular, can be a number of years. Retention periods are set out in our Data Retention Policy. When data is no longer needed, we securely delete or anonymise it.

11. How We Protect Your Data

We take the security of personal data seriously and maintain appropriate technical and organisational measures, aligned with ISO/IEC 27001 and Cyber Essentials, as set out in our Data Protection & Cyber Security Policy. These include access controls, encryption of devices, secure cloud storage, staff awareness and incident-management procedures.

12. Your Rights

Under UK data protection law you have the following rights, which you can exercise free of charge in most cases:

- to be informed about how your data is used (which this policy provides);
- to access a copy of your personal data;
- to have inaccurate data corrected;
- to have your data erased in certain circumstances;
- to restrict or object to our processing in certain circumstances;
- to data portability, where applicable; and

- to withdraw your consent at any time, where we rely on consent.

We do not make decisions about you based solely on automated processing that produce legal or similarly significant effects. To exercise any of your rights, please contact us using the details in Section 2. We will respond within the time limits set by law, normally one month.

13. Cookies

Our website uses cookies and similar technologies. Full details of the cookies we use, and how you can manage them, are set out in our separate Cookie Policy.

14. Changes to This Policy

We may update this policy from time to time to reflect changes in how we handle personal data or in the law. Any changes will be posted on this page, and the version and dates shown above will be updated accordingly.

15. How to Complain

If you have a concern about how we handle your personal data, please contact us first, using the details in Section 2, so that we can look into it and try to put things right. We will acknowledge your complaint and respond within the timeframes required by law. You also have the right to complain to the Information Commissioner's Office (ICO), the UK's data protection regulator, at ico.org.uk or by calling 0303 123 1113, although we would appreciate the chance to address your concerns first.