



## **GENERAL DATA PROTECTION REGULATIONS (GDPR)**

Cubic Building Surveying Limited, as an RICS regulated firm, are committed to ensuring that your privacy is protected and understand the importance of protecting our clients and their data. We will take care to ensure any data that we hold is stored securely and in strict accordance with the General Data Protection Regulations (GDPR) 2018. We are certified by the Information Commissioner's Office as a data controller under registration number ZA361690.

We will only collect, process, store and share data from you where this is necessary to fulfil our intended business function and provide the required service. Examples of how data will be used include adding client details to our project database, complying with RICS regulations or to satisfy our professional indemnity insurers. We will process personal data in line with the regulations and ensure that all clients have the option to withdraw their consent for us to store their data at any given time.

Project specific data handled by us will be stored for 6 years on our secure server and filing system. After this period, we will safely destroy this data using a registered and fully accredited data shredding provider. We will not hold any personal data beyond this time period without either our clients written consent or at their own request.

Cubic Building Surveying Limited is committed to following the GDPR regulations and we will ensure that all past, existing and future clients data is secure and not misused in any way.

Should you not wish for us to store your data please let us know, alternatively to contact us for additional information on our GDPR policy and/or to enquire what details are currently held on our database please call our office on 0208 8777 300 or email [info@cubicbs.co.uk](mailto:info@cubicbs.co.uk)