Calcula Ltd GDPR Policy

Introduction

Calcula Ltd is committed to protecting the privacy and personal data of our clients, employees, and third-party partners. This General Data Protection Regulation (GDPR) policy outlines how we collect, process, store, and protect personal data in accordance with the GDPR.

1. Purpose of Data Collection

We collect personal data for the following purposes:

- To provide surveying services to clients
- To manage client relationships and contracts
- To fulfil legal and regulatory obligations
- To communicate and engage with employees, residents and contractors

2. Types of Personal Data We Collect

We collect the following types of personal data:

- Client & Resident details: Name, contact information (address, phone number, email), project details
- Employee details: Name, contact details, employment records, financial information, emergency contact information
- Contractor/Third-party details: Name, contact information, contract details, payment information

3. Legal Basis for Processing Personal Data

We process personal data under the following legal bases:

- Consent: Where you have given explicit consent for us to process your data (e.g., for marketing or additional services)
- Contractual necessity: For performing contractual obligations (e.g., delivering building surveying services)
- Legal obligation: To comply with any legal or regulatory requirements

4. Data Retention

We retain personal data for no longer than necessary to fulfil the purpose for which it was collected or as required by law. Once personal data is no longer required, it will be securely deleted or anonymised.

5. Data Security

We implement technical and organisational measures to safeguard personal data from unauthorised access, misuse, loss, or disclosure. This includes:

- Secure storage (via Google Drive)
- Restricted access to personal data to only authorised employees or third parties
- Regular staff training on data protection principles

6. Data Subject Rights

Individuals whose data we process have the following rights:

- The right to access personal data
- The right to rectify incorrect or incomplete data
- The right to request deletion of personal data ("right to be forgotten")
- The right to restrict processing in certain circumstances
- The right to data portability
- The right to object to processing

To exercise these rights, please contact our Data Protection Officer (DPO) at enquiries@calcula.co.uk.

7. Sharing Data with Third Parties

We may share personal data with third parties who assist us in providing services (e.g., contractors). These third parties are required to adhere to data protection regulations and process personal data only for the purposes specified by us.

8. Data Breaches

In the event of a data breach that compromises personal data, we will notify affected individuals and relevant authorities as required under the GDPR.

9. Changes to this Policy

We may update this policy from time to time. Any changes will be communicated to our clients, employees, and contractors through appropriate means.

Acknowledgment
All employees and sub-consultants are required to sign an acknowledgment that they have read and understood this policy.

Signature:



Signed by:

Liam M Perry

On behalf of: (Company)

Calcula Ltd

Date:

21/08/2025