

Privacy Notice

Public-facing UK GDPR privacy notice for website publication.

Company	Pariter Limited (company number 05308864)
Registered office	5/6 Salmon Fields Business Village, Oldham, Lancashire, OL2 6HT
Policy owner	Ian Chadwick, Director
Contact email	info@partier.co.uk
Version/status	Version 0.1 Draft for internal approval and website publication
Review cycle	Approved on [INSERT APPROVAL DATE]; review at least annually or sooner following legal, regulatory or operational change.

1. Who we are

Pariter Limited (company number 05308864) is the controller of personal data described in this Privacy Notice. We trade as Pariter Consultants where that name appears on our website or client communications. Our registered office is 5/6 Salmon Fields Business Village, Oldham, Lancashire, OL2 6HT.

You can contact us about this Privacy Notice, or about how we use personal data, by emailing info@partier.co.uk or writing to us at our registered office. Our data protection contact is [INSERT DATA PROTECTION CONTACT / DPO IF APPOINTED].

2. When this notice applies

This Privacy Notice applies when you use our website, contact us, instruct us, supply services to us, attend our offices or otherwise interact with us in connection with our professional consultancy, surveying, project management, property, party wall or advisory services.

Separate privacy wording may be included in client engagement letters, employee notices, supplier contracts or project-specific documents. Where there is any inconsistency, the more specific notice will apply to that processing activity.

3. Personal data we collect

Category	Examples
Contact and identity data	Name, title, role, employer, address, email address, telephone number and signature.
Enquiry and instruction data	Information you provide through website forms, emails, telephone calls, meetings, procurement portals, tenders and project documents.
Professional/project data	Property details, site access information, occupier or neighbour contact details, party wall information, project correspondence, survey findings and related records.
Commercial and billing data	Client references, purchase orders, fee proposals, invoices, payment records and credit control correspondence.
Website and technical data	IP address, browser information, device details, pages visited, referral information and cookie preferences. See our Cookie Policy.
Special category or sensitive data	We do not seek this as a matter of course. It may occasionally arise in project documentation, accessibility requests, health and safety arrangements, equality monitoring or complaints.

4. How we collect personal data

- Directly from you when you complete a website form, email us, telephone us, meet us, instruct us, attend a site or provide information during a project.
- From clients, project team members, property owners, occupiers, neighbours, contractors, suppliers, local authorities, public registers, professional advisers, insurers and regulatory or dispute resolution bodies.
- Automatically through our website and related technologies, subject to cookie and consent settings.

5. Why we use personal data and our lawful bases

Purpose	Typical lawful basis
Responding to enquiries and managing prospective instructions.	Legitimate interests in responding to enquiries and developing professional relationships; steps before entering a contract.
Providing professional services, managing projects, arranging site access and communicating with relevant parties.	Performance of a contract; legitimate interests in delivering professional services; legal obligations where applicable.
Client onboarding, conflict checks, professional due diligence, anti-bribery and financial crime controls.	Legal obligations; legitimate interests in professional risk management and RICS compliance.
Preparing tenders, proposals, reports, advice, schedules, notices and project records.	Performance of a contract; legitimate interests in delivering, evidencing and improving services.
Billing, accounting, audit, insurance and records management.	Legal obligations; performance of a contract; legitimate interests in financial administration and defending claims.
Handling complaints, claims, regulatory enquiries, ADR and professional indemnity matters.	Legal obligations; legitimate interests in managing complaints, risk, insurance and regulatory duties.
Operating, securing and improving our website and IT systems.	Legitimate interests in website administration and security; consent where required for non-essential cookies or storage/access technologies.
Sending professional updates or marketing communications.	Consent or legitimate interests, depending on the communication and applicable direct marketing rules. You can opt out at any time.

6. Sharing personal data

We share personal data only where appropriate and lawful. Recipients may include clients, project team members, professional advisers, contractors, IT and cloud service providers, insurers, banks, accountants, auditors, regulators, RICS, ADR providers, courts, tribunals, law enforcement bodies, public authorities and other third parties where required for the relevant instruction or legal obligation.

We require service providers who process personal data for us to protect that data and process it only on our documented instructions.

7. International transfers

Some IT, cloud, analytics or communications providers may process data outside the UK. Where this occurs, we will use appropriate safeguards, such as adequacy regulations, UK International Data Transfer Agreements, UK Addenda to EU standard contractual clauses, or another lawful transfer mechanism.

8. Retention

We keep personal data only for as long as needed for the purpose for which it was collected, including to satisfy legal, accounting, insurance, professional, regulatory and reporting requirements. Typical retention periods are set out below and may be extended where there is a complaint, dispute, claim, regulatory matter or project-specific requirement.

Record type	Typical retention period
General website enquiries not leading to instruction	[INSERT PERIOD, e.g. 12 months from last contact]
Client files, project records, reports and professional advice	[INSERT PERIOD, commonly 6-15 years depending on contract type, limitation, insurance and project risk]

Complaints, claims, regulatory and ADR records	[INSERT PERIOD, aligned to professional indemnity and regulatory requirements]
Accounting and tax records	[INSERT PERIOD, generally 6 years from end of relevant accounting period]
Cookie consent records	[INSERT PERIOD, e.g. 6-24 months depending on consent platform]
Supplier and contract records	[INSERT PERIOD]

9. Your rights

Subject to legal conditions and exemptions, you may have rights to access your personal data, request correction, request deletion, restrict processing, object to processing, request portability and withdraw consent where processing is based on consent.

To exercise a right, contact info@partier.co.uk. We may need to verify your identity before responding.

10. Complaints

Please contact us first if you have concerns about how we use personal data. You may also complain to the Information Commissioner's Office, the UK supervisory authority for data protection, via www.ico.org.uk.

11. Security

We use technical and organisational measures intended to protect personal data from unauthorised access, loss, misuse, alteration or disclosure. No internet transmission is completely secure; information submitted through the website is provided at your own risk until received by us.

12. Changes to this notice

We may update this Privacy Notice from time to time. The latest version will be published on our website and will show the date of review or approval.

Review and approval

This document is owned by Ian Chadwick, Director. It should be reviewed at least annually, and whenever Pariter Limited changes its services, suppliers, cookie technology, personal data uses, RICS registration arrangements, complaints procedure, ADR provider, insurance arrangements or client money arrangements.

Version	Date	Approved by	Changes
0.1	11 May 2026	[INSERT APPROVER]	Initial draft for website policy suite.