

**Bearbrook
Associates**
Highways Consultancy

Terms & Conditions

Bearbrook Associates – Data Protection Notice (Version: August 2025)

1. Who we are

Bearbrook Associates, trading as Joseph Bates (“we”, “us”, “our”), provides highways and infrastructure consultancy services. We are committed to protecting the personal data we process in connection with our services.

2. Personal Data We Process

We may process the following types of personal data in the course of providing our services:

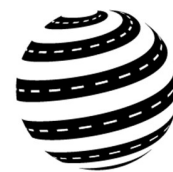
- Contact details (names, job titles, email addresses, phone numbers, postal addresses).
- Information relating to development projects (including landowner or occupier details where relevant to planning or highways submissions).
- Correspondence and communications with clients, consultants, and public authorities.

We do not normally collect or process special category data (e.g., health, race, religion) or criminal conviction data.

3. Purposes of Processing

We process personal data for the following purposes:

- To provide consultancy services as agreed with our clients.
 - To liaise with local authorities, planning bodies, and other stakeholders.
 - To maintain project and client records.
 - To issue invoices and manage accounts.
 - To comply with our legal and regulatory obligations.
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4. Legal Basis for Processing

Our processing is based on:

- **Contract** – where processing is necessary to perform our contract with a client.
 - **Legal obligation** – where processing is required to comply with laws or regulations.
 - **Legitimate interests** – where we have a legitimate interest in managing our business, providing services, and developing client relationships, provided such interests are not overridden by your rights.
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5. Sharing of Personal Data

We may share personal data with:

- Our professional advisers (e.g., insurers, legal, or accounting services).
- Sub-consultants or associates engaged to assist with a project (under confidentiality and data protection obligations).
- Public authorities and statutory consultees (e.g., highways authorities, planning authorities) where required for project delivery.

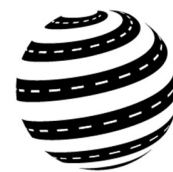
We do not sell personal data to third parties.

6. International Transfers

We do not routinely transfer personal data outside the UK. If such transfer is required, we will ensure adequate safeguards (e.g., UK International Data Transfer Agreements) are in place.

7. Data Retention

We will retain personal data for as long as necessary to deliver our services and for a period of **six years after project completion** (to comply with limitation periods and insurance requirements), unless a longer retention is required by law.



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8. Your Rights

Individuals have the right to:

- Request access to their personal data.
- Request correction of inaccurate or incomplete data.
- Request erasure of data where it is no longer necessary.
- Object to processing based on legitimate interests.
- Request restriction of processing in certain circumstances.
- Request transfer of their data (data portability).
- Lodge a complaint with the Information Commissioner's Office (ICO).

9. Contact Us

For any queries about how we process personal data, please contact:

Joseph Bates

Bearbrook Associates

Email: bearbrookassociates@gmail.com

Telephone: 07568 068085