

Privacy Policy

Ascend Projects Consulting

Last updated: 26 June 2026

Ascend Projects Consulting respects your privacy and is committed to protecting your personal information. This Privacy Policy explains how we collect, use, store and protect personal data when you visit our website, contact us, enquire about our services, or work with us.

This policy is intended to comply with the UK General Data Protection Regulation, the Data Protection Act 2018 and applicable privacy and electronic communications rules.

The Information Commissioner's Office states that organisations must tell individuals why their personal data is being collected, how it will be used, how long it will be kept, who it will be shared with, and what rights individuals have.

1. Who we are

Ascend Projects Consulting provides commercial, quantity surveying, project management, cost consultancy and construction-related advisory services.

For the purposes of data protection law, Ascend Projects Consulting is the "data controller" for the personal information we collect and use.

Business name: Ascend Projects Consulting

Website: www.ascendprojectsconsulting.com

Address: 128 City Road, London, EC1V 2NX

Company number: 16664651

If you have any questions about this Privacy Policy or how your personal data is handled, please contact us using the details above.

2. Personal information we collect

We may collect and process the following types of personal information:

Information you provide to us

This may include:

- Your name
- Business name
- Job title
- Email address
- Telephone number
- Postal or business address
- Information submitted through website forms
- Details included in emails, enquiries, proposals, instructions or project documents
- Information required to provide our consultancy services

Information collected when you use our website

Depending on how the website is configured, we may collect:

- IP address
- Browser type and version
- Device information
- Pages visited
- Date and time of visit
- Website usage data
- Cookie and analytics information

If the website uses cookies, analytics or tracking tools, these may collect information about how visitors use the site. Non-essential cookies, such as analytics or marketing cookies, generally require consent under UK cookie rules. The ICO confirms that cookies and similar technologies must be considered alongside PECR, UK GDPR and the Data Protection Act where personal data is involved.

3. How we collect personal information

We may collect personal information when you:

- Visit our website
- Complete a contact form
- Email or telephone us
- Request a proposal, quotation or consultation
- Engage us to provide consultancy services
- Connect with us on LinkedIn or other business platforms
- Provide project, contract, commercial or construction-related information
- Attend meetings or correspond with us during a project

We may also receive personal information from third parties where this is relevant to our work, such as clients, consultants, contractors, subcontractors, local authorities, housing providers, professional advisers or project team members.

4. How we use your personal information

We use personal information for the following purposes:

Purpose	Type of data used	Lawful basis
Responding to enquiries	Name, email, phone number, enquiry details	Legitimate interests

Purpose	Type of data used	Lawful basis
Providing consultancy services	Contact details, project information, commercial documents, correspondence	Contract / legitimate interests
Preparing proposals, quotations and reports	Business contact details, project information	Legitimate interests / contract
Managing client relationships	Contact details, correspondence, meeting notes	Legitimate interests
Managing contracts, instructions and payments	Client details, invoice details, payment records	Contract / legal obligation
Improving our website and services	Website usage data, analytics data	Legitimate interests / consent where required
Sending business updates or marketing communications	Name, email, business details	Consent or legitimate interests, depending on the circumstances
Meeting legal, accounting and regulatory obligations	Invoices, contracts, records, correspondence	Legal obligation

The ICO requires organisations to explain the lawful basis relied upon for processing personal data and to link this clearly to the purposes for which data is used.

5. Marketing communications

We may contact business contacts with relevant updates, insights or service information where we believe there is a legitimate business interest in doing so, or where consent has been provided.

You can opt out of marketing communications at any time by contacting us at:

ben@ascendprojectsconsulting.com

We will not sell your personal information to third parties.

Where consent is required, for example for certain electronic marketing or non-essential cookies, we will seek consent in line with applicable legal requirements. The ICO explains that where consent is required for electronic marketing or cookies, consent must meet the UK GDPR standard.

6. Cookies and website analytics

Our website may use cookies or similar technologies to:

- Enable the website to function properly
- Understand how visitors use the website
- Improve website performance

- Support marketing or advertising activity, where applicable

Cookies may be:

Strictly necessary cookies

These are required for the website to operate and do not usually require consent.

Analytics or performance cookies

These help us understand how visitors use the website. These may require consent if they are not strictly necessary.

Marketing or advertising cookies

These may be used to track visitors across websites or support advertising campaigns. These require consent before being used.

Where required, the website should provide a cookie banner or consent mechanism allowing users to accept or reject non-essential cookies.

You should also add a separate **Cookie Policy** or cookie section if your website uses tools such as Google Analytics, Google Ads, Meta Pixel, LinkedIn Insight Tag, GoDaddy analytics or similar tracking technologies.

7. Who we share personal information with

We may share personal information where necessary with:

- Clients, consultants, contractors or project team members
- Professional advisers, such as accountants, lawyers or insurers
- IT, website, email, cloud storage or software providers
- Payment processors or banking providers
- Regulatory bodies, public authorities or law enforcement where required by law
- Third parties involved in delivering consultancy services

We only share personal information where there is a lawful reason to do so and where it is necessary for the relevant purpose.

8. International transfers

Some of the software, cloud storage, website, email or analytics providers we use may process personal data outside the UK.

Where personal data is transferred outside the UK, we will take reasonable steps to ensure that appropriate safeguards are in place, such as adequacy regulations, standard contractual clauses, or other lawful transfer mechanisms.

9. How long we keep personal information

We will only keep personal information for as long as reasonably necessary for the purposes set out in this Privacy Policy.

As a general guide:

Type of information	Retention period
General enquiries	Up to 2 years after last contact
Client and project records	Up to 6 years after completion or final payment
Financial, accounting and tax records	Usually 6 years
Marketing contact details	Until you unsubscribe or object
Website analytics data	In line with the settings of the relevant analytics provider
Legal or dispute-related records	As long as required to protect our legal position

The ICO states that privacy information should include retention periods for personal data, or where this is not possible, the criteria used to determine retention.

10. How we protect personal information

We take reasonable technical and organisational measures to protect personal information against loss, misuse, unauthorised access, disclosure, alteration or destruction.

These measures may include:

- Password-protected systems
- Secure email and document storage
- Access controls
- Regular software and security updates
- Limiting access to personal information where possible
- Using reputable third-party service providers

However, no method of transmission over the internet is completely secure. We cannot guarantee absolute security, but we will take reasonable steps to protect your information.

11. Your data protection rights

Under UK data protection law, you have rights in relation to your personal information. These may include the right to:

- Access the personal data we hold about you
- Request correction of inaccurate or incomplete information
- Request deletion of your personal data
- Object to certain types of processing
- Request restriction of processing
- Request transfer of your personal data

- Withdraw consent where processing is based on consent
- Complain to the Information Commissioner's Office

The ICO confirms that individuals have the right to be informed about how their personal data is used and that privacy notices should explain individuals' rights, including the right to complain.

To exercise your rights, please contact us at:

[insert email address]

We may need to verify your identity before responding to a request.

12. Complaints

If you are unhappy with how we handle your personal information, please contact us first so we can try to resolve the issue.

You also have the right to complain to the Information Commissioner's Office, the UK supervisory authority for data protection matters.

Information Commissioner's Office

Website: ico.org.uk

Telephone: 0303 123 1113

13. Links to other websites

Our website may contain links to other websites. We are not responsible for the privacy practices, content or security of third-party websites.

You should read the privacy policy of any external website you visit.

14. Changes to this Privacy Policy

We may update this Privacy Policy from time to time to reflect changes in our business, website, services or legal obligations.

The latest version will be published on our website with the updated date shown at the top of the policy.