

# PRIVACY POLICY STATEMENT

## SCOPUS ASBESTOS COMPLIANCE LTD

Suite 5, Milner House, Milner Way, Ossett, West Yorkshire WF5 9JE  
Tel: 0333 404 4488 | support@scopus-asbestos.co.uk

Last Reviewed: 1st May 2026

## 1. INTRODUCTION

This Privacy Policy applies between you, the User of this Website ([www.scopus-asbestos.co.uk](http://www.scopus-asbestos.co.uk)), and Scopus Asbestos Compliance Ltd, the owner and operator of this Website. Scopus Asbestos Compliance Ltd takes the privacy of your information very seriously.

This Privacy Policy applies to our use of any and all personal data collected by us or provided by you in relation to your use of the Website and any services we provide. It should be read alongside our Terms and Conditions of Website Use, available at [www.scopus-asbestos.co.uk](http://www.scopus-asbestos.co.uk).

**IMPORTANT:** This Privacy Policy has been updated in May 2026 to reflect the UK General Data Protection Regulation (UK GDPR) as retained in UK law following Brexit, the Data Protection Act 2018, the Digital Markets Competition and Consumers Act 2024 (DMCCA 2024) and current ICO guidance. Please read this policy carefully.

## 2. DEFINITIONS

Term	Definition
Data	Collectively all information that you submit to Scopus Asbestos Compliance Ltd via the Website or through any other means. This includes personal data as defined in the Data Protection Legislation.
Cookies	A small text file placed on your device by this Website when you visit certain pages or use certain features. See Section 9 for full details.
Data Protection Legislation	The UK General Data Protection Regulation (UK GDPR) as retained in UK law by the European Union (Withdrawal) Act 2018; the Data Protection Act 2018; and any other applicable data protection or privacy legislation in force in the UK from time to time.
UK GDPR	The retained EU law version of the General Data Protection Regulation (EU) 2016/679 as it forms part of UK domestic law by virtue of the European Union (Withdrawal) Act 2018.
ICO	The Information Commissioner's Office - the UK's independent data protection authority. Website: <a href="https://ico.org.uk">https://ico.org.uk</a>
PECR	The Privacy and Electronic Communications (EC Directive) Regulations 2003 (as amended) - governing cookies and electronic marketing.
Scopus Asbestos Compliance Ltd / we / us	A company incorporated in England and Wales with registered number 11250668 whose registered office is at Suite 5, Milner House, Milner Way, Ossett, West Yorkshire WF5 9JE.
User / you	Any third party who accesses the Website and is not (i) employed by Scopus Asbestos Compliance Ltd and acting in the course of their employment, or (ii) engaged as a consultant or otherwise providing

Term	Definition
	services to Scopus Asbestos Compliance Ltd in connection with such services.
Website	www.scopus-asbestos.co.uk and any sub-domains of this site, unless expressly excluded by their own terms and conditions.

### 3. DATA CONTROLLER

For the purposes of the Data Protection Legislation, Scopus Asbestos Compliance Ltd is the data controller. This means that we determine the purposes for which, and the manner in which, your personal data is processed. Our contact details for data protection enquiries are:

<b>Data Protection Contact:</b>	Sai Annapureddy - Managing Director
<b>Email:</b>	support@scopus-asbestos.co.uk
<b>Post:</b>	Suite 5, Milner House, Milner Way, Ossett, West Yorkshire WF5 9JE

### 4. DATA WE COLLECT

We may collect the following categories of personal data:

- Name and job title
- Contact information - email address, telephone number, postal address
- Enquiry or quotation details - site address, nature of work requested, company name
- Demographic information - postcode, preferences, interests where relevant
- Payment information - for billing purposes (we do not store card details; payments processed via secure third-party providers)
- IP address and device information - automatically collected when you access the Website
- Website usage data - pages visited, time and frequency of access, interactions with content
- Correspondence - emails, messages sent via contact forms

**AI-GENERATED CONTENT:** Certain documents, reports or communications produced by Scopus may include content drafted with the assistance of artificial intelligence tools. All such content is reviewed and validated by qualified personnel before issue. No automated decisions about individuals are made solely by AI tools without human review.

### 5. LAWFUL BASIS FOR PROCESSING

We process your personal data on the following lawful bases under UK GDPR Article 6:

Lawful Basis	When We Rely on It
Contract (Art.6(1)(b))	Where processing is necessary to perform a contract with you or to take steps at your request before entering into a contract - e.g., responding to a quotation request, providing services.
Legitimate Interests (Art.6(1)(f))	Where processing is necessary for our legitimate business interests and those interests are not overridden by your rights - e.g., website analytics, improving our services, record keeping, fraud prevention.
Consent (Art.6(1)(a))	Where you have given specific, informed, freely given consent - e.g., non-essential cookies, marketing communications. You may withdraw consent at any time.

Lawful Basis	When We Rely on It
Legal (Art.6(1)(c))	Obligation Where processing is required to comply with a legal obligation - e.g., retaining financial records for HMRC; maintaining safety records under the Control of Asbestos Regulations 2012.

## 6. HOW WE USE YOUR DATA

We use your personal data for the following purposes:

- To respond to enquiries and provide quotations for our services
- To provide the services you have contracted us to deliver
- To issue reports, certificates and invoices
- To maintain our internal records and project files
- To improve our website content and user experience
- To comply with our legal and regulatory obligations
- To protect our legitimate business interests including debt recovery and fraud prevention

We do not use your personal data for automated decision-making or profiling that produces legal or similarly significant effects on you without your explicit consent.

## 7. WHO WE SHARE YOUR DATA WITH

We may share your data with:

- Our employees and professional advisors - for operational and legal purposes
- IT service providers and cloud storage providers - who process data on our behalf under written data processing agreements compliant with UK GDPR Article 28
- Analytics service providers (e.g. Google Analytics) - for website usage analysis, under appropriate data transfer safeguards
- UKAS - for accreditation assessment purposes where client project data forms part of an assessment record
- Legal and regulatory authorities - where required by law, court order or regulatory obligation

We do not sell, rent or trade your personal data to any third party for marketing purposes.

**DATA TRANSFERS:** Where any service provider is based outside the UK, we ensure that appropriate safeguards are in place in accordance with UK GDPR Chapter V - including UK adequacy decisions or UK Standard Contractual Clauses as applicable.

## 8. DATA SECURITY

We implement appropriate technical and organisational measures to safeguard your personal data against unauthorised access, disclosure, alteration, loss or destruction. These include:

- Password-protected access to systems holding personal data
- Secure, encrypted server storage
- Access controls limiting data access to those who need it
- Regular security reviews and staff awareness

### Data Breach Notification

In the event of a personal data breach, we will notify the ICO within 72 hours of becoming aware where the breach is likely to result in a risk to individuals' rights and freedoms, in accordance with UK GDPR Article 33. Where the breach is likely to result in a high risk to individuals, we will also notify affected individuals directly without undue delay.

If you suspect any misuse, loss or unauthorised access to your data, please contact us immediately at: support@scopus-asbestos.co.uk

## 9. COOKIES

This Website uses cookies and similar tracking technologies. A cookie is a small text file stored on your device. We use cookies in accordance with PECR 2003 and UK GDPR.

We obtain your consent before setting any non-essential cookies. You may manage your cookie preferences at any time using the cookie settings on the Website.

Cookie Category	Purpose	Consent Required?
Strictly Necessary	Essential for the Website to function - login, security, load balancing. Cannot be disabled.	No - these are exempt from consent under PECR
Analytics / Performance (e.g. Google Analytics)	Help us understand how visitors use the Website - pages visited, time on page, referral source.	Yes - consent required before setting
Functionality	Remember your preferences and choices to improve your experience.	Yes - consent required before setting
Marketing / Targeting	Deliver relevant advertising. We do not currently use marketing cookies on this Website.	Yes - consent required; currently not in use

To opt out of Google Analytics, visit: <https://tools.google.com/dlpage/gaoptout>. For general cookie information, visit: [www.aboutcookies.org](http://www.aboutcookies.org).

## 10. DATA RETENTION

We retain personal data only for as long as is necessary for the purposes for which it was collected, or as required by law. Our standard retention periods are:

Data Category	Retention Period
Client project files (including test results, reports, certificates)	Minimum 6 years from project completion, or longer where required by contract or regulation (e.g. CAR 2012 training records - no less than 40 years)
Financial and invoicing records	7 years from transaction date (HMRC obligation)
Enquiry and quotation records	3 years from date of enquiry
Website usage and analytics data	26 months (Google Analytics default), or less if reduced in settings
Employee records	Duration of employment plus 6 years
Marketing communications opt-in data	Until consent is withdrawn

Even where we delete your data from active systems, it may persist on encrypted backup or archival media for a period consistent with our backup rotation schedule.

## 11. YOUR RIGHTS

Under the UK GDPR, you have the following rights in relation to your personal data:

Right	What It Means
Right of access (Art.15)	Request a copy of the personal data we hold about you (Subject Access Request). We will respond within one month. No charge unless the request is manifestly unfounded or excessive.
Right to rectification (Art.16)	Request that inaccurate or incomplete data be corrected.
Right to erasure (Art.17)	Request deletion of your data where there is no compelling reason for us to continue processing it.
Right to restrict processing (Art.18)	Request that we limit how we use your data in certain circumstances.
Right to data portability (Art.20)	Request that we provide your data in a structured, machine-readable format, or transfer it to another controller.
Right to object (Art.21)	Object to our processing of your data based on legitimate interests or for direct marketing.
Rights regarding automated decision-making (Art.22)	Not to be subject to decisions based solely on automated processing that produce legal or similarly significant effects, without human review.
Right to withdraw consent	Where consent is the lawful basis, withdraw it at any time. This does not affect the lawfulness of processing before withdrawal.

To exercise any of these rights, please contact us at: support@scopus-asbestos.co.uk. We will respond within one month of receiving your request. If we refuse your request we will explain why.

If you are not satisfied with our response, you have the right to lodge a complaint with the ICO: www.ico.org.uk | Telephone: 0303 123 1113.

## 12. CHANGES TO BUSINESS OWNERSHIP

In the event that Scopus Asbestos Compliance Ltd is sold, merged with or acquires another business, personal data held by us may be transferred as part of that transaction. Any new owner or controlling party will be permitted to use such data only in accordance with the terms of this Privacy Policy. We will notify you of any such change.

## 13. CHANGES TO THIS POLICY

Scopus Asbestos Compliance Ltd reserves the right to update this Privacy Policy from time to time, including to reflect changes in law, our data processing activities, or ICO guidance. Any material changes will be posted on the Website and the 'Last Reviewed' date at the top of this policy updated. Continued use of the Website following publication of changes constitutes acceptance of the updated policy.

For all data protection enquiries, please contact: support@scopus-asbestos.co.uk

<b>Signed:</b>	Sai Annapureddy - Managing Director	Date: 1st May 2026
Subject to annual review.	Next review: 1st May 2027	