

PRIVACY POLICY

Last Updated: 25th of February 2026

1. Introduction

Welcome to the privacy policy of **Tilsley Groundworks Limited**.

We respect your privacy and are committed to protecting your personal and commercial data. This privacy policy will inform you as to how we look after your personal data when you visit our website (regardless of where you visit it from) and tell you about your privacy rights and how the law protects you.

This policy is particularly relevant for our commercial partners, quantity surveyors, and private clients who submit sensitive project information, including tender packs and CAD drawings, through our secure digital portals.

2. Important Information and Who We Are

Controller

Tilsley Groundworks Limited is the controller and responsible for your personal data (collectively referred to as "Tilsley Groundworks", "we", "us" or "our" in this privacy policy).

We have appointed a data privacy manager who is responsible for overseeing questions in relation to this privacy policy. If you have any questions about this privacy policy, including any requests to exercise your legal rights, please contact the data privacy manager using the details set out below.

Contact Details

If you have any questions about this privacy policy or our privacy practices, please contact us in the following ways:

- **Full name of legal entity:** TILSLEY GROUNDWORKS LIMITED
- **Company Number:** 06550724
- **Email address:** jon@tilsleygroundworks.co.uk
- **Postal address:** 4 Hill Crest Farm Close, Warton, Tamworth, North Warwickshire, B79 0JQ.

3. The Data We Collect About You

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

We may collect, use, store and transfer different kinds of personal data about you which we have grouped together as follows:

- **Identity Data:** Includes first name, last name, username or similar identifier, marital status, title, date of birth and gender. When using our forms, this specifically includes **Company Name** and **Job Title**.
- **Contact Data:** Includes email address and telephone numbers.
- **Technical Data:** Includes internet protocol (IP) address, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform, and other technology on the devices you use to access this website (via Google Analytics).
- **Commercial & Tender Data:** Includes project details, **tender packs, CAD drawings, Bills of Quantities (BoQ)**, and project values that you voluntarily upload via our secure Uploadcare widget.

Recruitment Data

Please note that while we advertise vacancies on this website, we do not collect or store CVs, CSCS card details, or employment history directly through the website database. All recruitment interactions are conducted off-site via direct contact methods. No candidate data is retained on our web servers.

4. How Is Your Personal Data Collected?

We use different methods to collect data from and about you including through:

- **Direct interactions.** You may give us your Identity, Contact, and Commercial Data by filling in forms or by corresponding with us by email, phone, or via our **WhatsApp widget**. This includes personal data you provide when you:
 - Request a quote or estimate;
 - Upload a tender pack via our **Uploadcare** portal;
 - Contact us via the "Quick Enquiry" forms;
 - Give us feedback or contact us.
- **Automated technologies or interactions.** As you interact with our website, we will automatically collect Technical Data about your equipment, browsing actions, and patterns. We collect this personal data by using cookies (Google Analytics 4) and server logs.

5. How We Use Your Personal Data

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- **Performance of a Contract:** Where we need to perform the contract we are about to enter into or have entered into with you (e.g., providing a fixed-price groundworks quote or processing a commercial tender).
- **Legitimate Interests:** Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests (e.g., to keep our website updated and relevant, to study how customers use our products/services).
- **Comply with a Legal Obligation:** Where we need to comply with a legal obligation.

Purposes for which we will use your personal data

- **To provide estimates and quotes:** We use your Identity, Contact, and uploaded Commercial Data (CAD/Tender packs) to accurately calculate costs for your project.
- **To improve our website:** We use Technical Data (analytics) to understand how users navigate our site, allowing us to optimize the user experience.

We do not use your data for email marketing campaigns. You will only receive communications from us that are directly related to your enquiry or project.

6. Disclosures of Your Personal Data

We may share your personal data with the parties set out below for the purposes set out in Section 5.

- **External Third Parties:**
 - **Webflow:** Our website hosting provider (Processes standard server logs and form submissions).
 - **Uploadcare:** Our secure file handling partner (Processes uploaded tender packs and drawings).
 - **Google Analytics (GA4):** Provides anonymized data on website traffic and usage.

We require all third parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow our third-party service providers to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions.

7. Data Security

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used, or accessed in an unauthorized way, altered, or disclosed.

- **Secure Transmission:** Our website utilizes standard **SSL (Secure Socket Layer)** encryption (HTTPS) for all data transmission.
- **Restricted Access:** Access to sensitive **Commercial Data (Tender Packs)** is strictly limited to the **Leadership and Estimating Team**. It is not accessible to general administrative staff or external parties.
- **Third-Party Security:** Our file upload provider, Uploadcare, utilizes enterprise-grade security standards to protect your intellectual property and project files during transfer and storage.

8. Data Retention

How long will you use my personal data for?

We will only retain your personal data for as long as reasonably necessary to fulfill the purposes we collected it for, including for the purposes of satisfying any legal, regulatory, tax, accounting, or reporting requirements.

- **Quote & Tender Data:** If you request a quote but do not proceed with our services, we retain your project details and contact information for a maximum of **6 months**. After this period, the data is securely deleted.
- **Successful Projects:** If you engage Tilsley Groundworks for a project, your data will be retained for the duration of the contract and for the statutory period required by UK tax and construction law (typically 6-12 years for warranty/liability purposes).
- **CVs & Recruitment:** As stated, we do not retain CVs via the website.

9. Your Legal Rights

Under certain circumstances, you have rights under data protection laws in relation to your personal data, including the right to:

- **Request access** to your personal data (commonly known as a "data subject access request").
- **Request correction** of the personal data that we hold about you.
- **Request erasure** of your personal data.
- **Object to processing** of your personal data.
- **Request restriction of processing** of your personal data.
- **Request the transfer** of your personal data to you or to a third party.

- **Withdraw consent at any time.**

If you wish to exercise any of the rights set out above, please contact us at jon@tilsleygroundworks.co.uk.

10. Third-Party Links

This website may include links to third-party websites, plug-ins, and applications (such as WhatsApp). Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements. When you leave our website, we encourage you to read the privacy policy of every website you visit.