

UK Net Zero Carbon Buildings Standard Privacy Notice

About this privacy notice

The UK Net Zero Carbon Buildings Standard project team respect your privacy and commit to protecting your personal data. This 'privacy notice' explains how and why we collect, store, use and share personal data and your rights to control our use of it.

It applies not just to use of our website and online collaboration channels, but also personal data that we process through other interactions with individuals in the course of running the project. Our website and services are not intended for children and we do not knowingly collect data relating to children.

Information about the data controller

This privacy notice is for the UK Net Zero Carbon Buildings Standard project, which is run by Net Zero Carbon Buildings Standard Ltd (referred to as "UKNZCBS", "we", "us" or "our" in this privacy notice). We collect, use and are responsible for certain personal data. When we do so we are regulated under data protection laws and we are responsible as "data controller" of that personal information for the purposes of the law.

Net Zero Carbon Buildings Standard Ltd is a company limited by guarantee. Our registered office is 4 Stable Street, London N1C 4AB. Our company number is 14799563.

If you want to contact us about any of the points on this notice, or just generally about how we protect your privacy, please email us at info@NZCbuilding.co.uk.

Types of personal data obtained, purposes and lawful basis

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 use personal data from different categories of individuals for several different purposes and these each have a 'lawful basis'. This section describes these in detail and, although it's technical, we're required by law to explain this to you.

If you visit our website:

We may use Google Analytics on our website to track visitor numbers and user activity on our site. We record your computer's IP address so we can tell how each user and repeat visitor is using our site (your IP address is also a piece of your personal data). We do this on the basis that it is necessary for our legitimate interests in tracking website users so that we can improve our service and keep our websites relevant and useful. The IP address information will be held in accordance with Google's standard procedures.

If you apply to participate in the project through application form:

We will hold your name and email address for the purpose of selecting working group participants. We process this data on the basis that it is necessary for our legitimate interests in developing a UK net zero carbon building verification standard through information provision and

knowledge sharing. You will have provided us with these details. Your details may be shared with other members of the project's working group including the Technical Steering Group.

If you are participating in the Pilot: We will hold your name and email address for the purpose of running the Pilot including but not limited to the Peer-to-Peer Groups, Technical Forums and ad hoc meetings, and sending communications relating to the Pilot. We process this data on the basis that it is necessary for our legitimate interests in developing a UK Net Zero Carbon Buildings Standard through information provision and knowledge sharing. You will have provided us with these details. Your details may be shared with other participants.

If you receive our email update newsletter: we will hold your email address for the purpose of sending you updates. We process this data on the basis that we have your consent. You can withdraw your consent at any time by using the "unsubscribe" links at the bottom of each email.

If you work for a project participant, partner organisation, industry contact or if you are working in a field relevant to our mission: we may hold your name, company, job title and contact details. We may have been provided with this data by you or your employer or in some cases we may have sourced it from publicly available sources, such as Linked In and internet searches. We need this data in order to interact with you (or your employer) for the following purposes:

1. To communicate with interested people regarding events, news and updates.
2. To gather and disseminate information and share knowledge relevant to our project.
3. To enable sign up for events and project participation.

We do this on the basis that it is necessary for our legitimate interests in promoting commercial real estate sustainability through information provision and knowledge sharing. We will hold your details for as long as we need to interact with you for these purposes. If you would like us to update or delete your information, please send us an email (see "How to contact us" below).

If you are a supplier or work for a supplier: we may hold your name and contact details because we have a legitimate interest in doing business with your company. Our purpose for processing your personal data is to interact with you or your employer to procure and pay for goods and services. We will hold this information for as long as we need to interact with you. If you would like us to update or delete your information, please send us an email (see "How to contact us" below).

Sharing your personal data

We may share your personal data with the following third parties in certain circumstances:

- IT and system administration service providers acting as data processors (see below) who provide services or cloud-based software to enable us to operate our organisation.
- Professional advisers such as lawyers, bankers, accountants or auditors in order to provide legal, finance, accounting or auditing services.
- Law enforcement or other authorities (such as tax authorities) if required by applicable law.

Data processors

We use a number of different service providers (acting as 'data processors') who provide IT and system administration services to enable us to operate our organisation and the services we provide. Your personal data is transferred to (and stored by) these data processors, who generally fall under the following categories:

- Website analytics
- Website and data hosting
- IT and system administration
- Document storage
- Email, contacts and calendar
- CRM, accounting and billing

These 'data processors' only process data on our behalf. They won't use your personal data for their own purposes and we only permit them to use it in accordance with our instructions, our contract with them and the law.

For security reasons we do not name all our service providers in this privacy notice. Please contact us (see below) if you want further information on specific data processors or the types of personal data they process for us.

If you attend an event we have organised:

The name and company of attendees at our events are usually shared with other participants and may be shared on our website. If the event is co-organised with another organisation then the name and company of attendees may also be shared with that partner organisation to enable access and name badges etc.

If you participate in one of our project working groups or meetings:

Your name and contact details will be shared with other participants in emails and documents produced by or on behalf of the working group.

Other circumstances in which we may need to share personal data with third parties:

- We may also share your personal data with the following third parties in certain circumstances:
- We will share personal information with consultants and other third parties who are supporting our work in particular areas, for that purpose, and if and to the extent that we consider doing so to be appropriate to allow us to carry out our activities (with the assistance of such consultant or other third party). In such cases, the consultant or other third party will be required to respect the terms of this policy and to treat your information as confidential.
- In the unlikely event that we may seek to sell, transfer or merge all or part of our organisation or assets with a third party, we may share personal information with such a third party. If such a change happens to our business, then the new owners may use your personal data in the same way as set out in this privacy notice.

We will not sell or rent your information to third parties and we will never share your information with third parties for marketing purposes.

International transfers of personal data, and the measures in place to safeguard it

We do not directly transfer your personal data outside the UK/European Economic Area (EEA). However, some of our data processors may do so and this section explains the impact of these international transfers and how your information is protected.

Many of our data processors operate “cloud-based systems”, which means the information is held in information data centres in different locations. In some cases, they hold copies of your personal information outside the UK/EEA. In each such case our processors and/or we employ one or more of the transfer safeguard mechanisms designated by data protection legislation, which are designed to help safeguard your privacy rights and give you remedies in the unlikely event of abuse.

Please contact us (see above) if you want further information on the specific mechanisms used by our data processors when transferring your personal data out of the UK/EEA.

Your personal data rights

The personal data we hold about you is your data, and you have certain rights over the data under applicable data protection laws. This section summarises the rights you have where your personal data is protected under UK data protection legislation.

You have the right to request a copy of all personal data we hold relating to you. You also have the right to require us to correct any mistakes in the personal data we hold relating to you.

Where we are processing your data based on your consent you can withdraw that consent and we must immediately stop processing your data.

Where we process your data based on a “legitimate interest” (underlined in the section on “purpose and legal basis”, above) you still have the right to object to our processing of that data if you feel it impacts on your fundamental rights and freedoms.

You also have the right to object where we are processing your personal data for direct marketing purposes. The easiest way to do this is to use the unsubscribe links at the bottom of all marketing emails.

In certain situations, you have the right to require us to erase personal data where there is no good reason for us continuing to process it, or to request restriction of processing of your personal data.

Finally, you have the right to request the transfer of your personal data to you or a third party in a structured, commonly used, machine-readable format in certain circumstances.

For further information on each of these rights, including the circumstances in which they apply, see the [Guidance from the UK Information Commissioner’s Office \(ICO\) on individuals rights under the General Data Protection Regulation](#).

If you would like to exercise any of these rights, the easiest way is by dropping us an email (see above).

In addition:

If you would like to unsubscribe from our newsletter emails you can also click on the 'unsubscribe' button at the bottom of the email. It may take several days for this to take place.

Your rights to lodge a complaint with the Regulator

At all times, you have the right to report a concern or lodge a complaint with the Information Commissioner's Office. Please refer to the ICO at <https://ico.org.uk/concerns/> or by calling them on 0303 123 1113. Of course, we hope that we can resolve your issue quickly and fairly ourselves – you can contact us at info@NZCbuilding.co.uk.

Automated processing of your personal data

We do not undertake any automated processing of personal data, or profiling. Mailchimp has capabilities to undertake some automated communications activities. You are able to manage the information you receive from us through this channel at any time by using the "unsubscribe" or "manage your preferences links".

Note that you have a right to object to any decisions being taken through the processing of your personal data by automated means if they produce legal effects concerning you or similarly significant effects on you. We do not use your personal data in a way that makes such decisions.

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. In addition, we limit access to your personal data to those employees, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

Changes to this privacy notice

This privacy notice was last updated on 2nd April 2025. We may change this privacy notice from time to time by amending this page.

How to contact us

If you have any questions, concerns or just want some more information about our privacy management, drop us a line at info@NZCbuilding.co.uk

Cookies

There are various technologies, including one-called "cookies" which can be used to provide you with tailored information from a website. A cookie is a small data file that certain websites write to your hard drive when you visit them. The only personal information a cookie can obtain is information a user supplies him or herself. A cookie can't read data off your hard disk or read

cookie files created by other sites. Cookies, however, enhance our website performance in a number of ways including providing a secure way for us to verify your identity during your visit to our website and personalising your experience on our site making it more convenient for you. These are used only when you are on the website.