

## BUILDSTREAM RESOURCES LIMITED

### Privacy & Cookies Policies

#### Privacy Policy

This is the privacy policy ("Privacy Policy") of Buildstream Resources Limited ("we", "us", or "our"), a company incorporated in England and Wales with registration number 12324062, and our registered office is at 3b Lockheed Court, Preston Farm Industrial Estate, Stockton-on-Tees, England, TS18 3SH. We trade as Buildstream.

Please read this Privacy Policy carefully to understand our views and practices regarding your personal data and how we will treat it.

In this Privacy Policy, references to "you" are to any person who submits data to us or our website about him/herself or about any living individual in relation to use of our website or the services that are available through buildstream.co (the "Website") or that we otherwise make available (the " Specific Services") (together, the Website and the Specific Services are referred to in this Privacy Policy as the "Services"). When you access the Services, we may ask you to provide us with personal information about you. This Privacy Policy sets out how we might use that personal information.

This Privacy Policy (together with our [Terms and Conditions](#) if you are using the Specific Services, and any other documents referred to in them) sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us.

We will only use your personal data in the manner set out in this Privacy Policy. We will only use your personal data in a way that is fair to you. We will only collect personal data where it is necessary for us to do so and where it is relevant to our dealings with you. We will only keep your personal data for as long as it is relevant to the purpose for which it was collected or for as long as we are required to keep it by law.

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1. Important information and who we are

This Privacy Policy aims to give you information on how we collect and process your personal data through your use of the Services.

The Website is not intended for children and we do not knowingly collect data relating to children.

### Controller

This Privacy Policy is issued by Buildstream Resources Limited on behalf of the Buildstream Group so when we mention "Buildstream", "we", "us" or "our" in this Privacy Policy, we are referring to the relevant company in the Buildstream Group responsible for processing your personal data.

Buildstream Resources Limited is the controller and responsible for your personal information. This means that we determine the purposes for which and the manner in which your personal information is to be processed. 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 us using the details set out below:

Full name of legal entity: Buildstream Resources Limited

Email address: [hello@buildsteam.co](mailto:hello@buildsteam.co)

Postal address: Business Central, 2 Union Square, Central Park, Darlington, England, DL1 1GL

### Complaining to the ICO

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues ([www.ico.org.uk](http://www.ico.org.uk)). We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please contact us in the first instance.

### Third-party links

The Services may include links to third-party websites, plug-ins and applications. 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 notice of every website you visit.

### Changes to this Privacy Policy

We may post changes to this Privacy Policy from time to time so do review it regularly. This Privacy Policy was last updated in October 2021. Each time you access the Services, you agree that the Privacy Policy current at that time shall apply to such use and your provision to us of your personal information.

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your relationship with us.

## 2. The Information We Collect

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).

Please see the table below for more details of the personal information we collect and how we collect it.

You should be aware that you may be making personally identifiable information available when you submit material to us via the Services, e.g. for assignment opportunities, forums or other interactive elements of the Services. Please take care when submitting any information to us.

Data Collected	How We Collect the Data
<p>Identity Information including name, title, date of birth and gender.</p> <p>This may include your National Insurance number and details about your nationality so that right to work checks may be carried out.</p>	<p>Directly from you by submission of information to us via our website, registration for our services and otherwise e.g. via post, email, face to face meetings.</p> <p>We may receive this information from an agent or other third party acting on your behalf, including any personal service company you may be involved with.</p> <p>We also collect government issued identification data for verification purposes.</p>
<p>Contact information including address, email address and telephone numbers, next of kin and emergency contact information.</p>	<p>Directly from you by submission of information to us via our website, registration for our services or otherwise e.g. via post, email, face to face meetings.</p> <p>We may also receive this information from an agent or other third party acting on your behalf, including any personal service company you may be involved with.</p>
<p>Profile information including your CV, qualification certificates, Bank account details, salary, pension details and driving license and passport information.</p> <p>This will also include information relating to roles that you have undertaken with various companies as a result of your use of our Services.</p>	<p>Directly from you by submission of information to us via our website, registration for and use of our services or otherwise e.g. via post, email, face to face meetings.</p> <p>We may also receive this information from an agent or other third party acting on your behalf, including any personal service company you may be involved with.</p>
<p>Marketing and communications information including your preferences in receiving marketing from us and our third parties and your communication preferences</p>	<p>Directly from you by submission of information to us via our website, registration for and use of our services or</p>

	otherwise e.g. via post, email, face to face meetings.
Technical Information including internet protocol (IP) address, your login data, time zone setting and location, browser plug-in types and versions, platform and other technology on your computer device, the type of mobile device you may be using use, a unique device identifier (for example, your device's IMEI number, the MAC address of the device's wireless network interface, or the mobile phone number used by the device), mobile network information, your mobile operating system and the type of mobile browser you use.	Automated technologies or interactions. As you interact with us via our website, we may automatically collect technical information, and, where applicable, information about your equipment, browsing actions and patterns. We collect this personal data by using cookies, server logs and other similar technologies. Please see our Cookies Policy below for further details about our use of cookies.
All the above listed personal information	<p>We may receive personal information about you from various third parties and public sources including:</p> <p>Technical information from the following parties:</p> <ul style="list-style-type: none"> <li>- analytics providers such as Google Analytics or LogRocket;</li> <li>- Contact and transaction information from providers of technical services such as Digital Ocean or Sentry;</li> <li>- Identity and contact information from publicly available sources such as Companies House and the UK Electoral Register and social media sources (Facebook, Twitter, Instagram, LinkedIn etc).</li> </ul>

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We also collect, use and share aggregated information such as statistical or demographic data for any purpose. Aggregated information may be derived from your personal data but is not considered personal data in law as this data does not directly or indirectly reveal your identity. We use this information to review website usage, e.g. information as to which pages are more popular than others, which allows us to improve the design and content of our website. We may also share this information with our current or potential commercial partners, e.g. investors, sponsors and advertisers for our website etc.

### 3. How We Use Information We Collect

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:

- Where we need to perform the contract we are about to enter into or have entered into with you.
- 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.
- Where we need to comply with a legal or regulatory obligation.

In some circumstances we may rely on consent as a legal basis for processing your personal data. Your consent to the processing of your personal data cannot be implied and must always be given through an opt-in, a declaration or an active motion.

We may rely on consent when processing personal data if you choose to submit such data to us when editing your personal profile on the Website. If we do rely on your consent, then you will only be able to submit such personal data after you have confirmed your consent to it being processed. This can be done by ticking the appropriate box on the Website. You have the right to withdraw consent at any time by contacting us, or using the functionality available on the Website.

#### Purposes for which we will use your personal data

We have set out below, in a table format, a description of all the ways we plan to use your personal data, and which of the legal bases we rely on to do so. We have also identified what our legitimate interests are where appropriate.

Note that we may process your personal data for more than one lawful ground depending on the specific purpose for which we are using your data. Please contact us if you need details about the specific legal ground we are relying on to process your personal data where more than one ground has been set out in the table below.

Purpose/Activity	Type of Information	Lawful basis for processing including basis of legitimate interest
To register you as a new user of Specific Services	(a) Identity (b) Contact (c) Profile	Performance of a contract with you
To manage our relationship with you which will include: (a) Notifying you about changes to our terms or this Privacy Policy (b) Asking you to leave a review or take a survey (c) Keeping in touch with you when you contact us	(a) Identity (b) Contact (c) Profile (d) Marketing and communications	(a) Performance of a contract with you (b) Necessary to comply with a legal obligation (c) Necessary for our legitimate interests (to keep our records updated and to study how customers use our products/services)
To enable you to complete a survey	(a) Identity (b) Contact (c) Profile (d) Marketing and	(a) Performance of a contract with you (b) Necessary for our legitimate interests (to study how customers use our products/services, to

	communications	develop them and grow our business)
To administer and protect our business and our website (including troubleshooting, data analysis, testing, system maintenance, support, reporting and hosting of data)	(a) Identity (b) Contact (c) Technical	(a) Necessary for our legitimate interests (for running our business, provision of administration and IT services, network security, to prevent fraud and in the context of a business reorganisation or group restructuring exercise)  (b) Necessary to comply with a legal obligation
To deliver relevant content and advertisements to you and measure or understand the effectiveness of the advertising we serve to you	(a) Identity (b) Contact (c) Profile (d) Marketing and communications (e) Technical	Necessary for our legitimate interests (to study how customers use our products/services, to develop them, to grow our business and to inform our marketing strategy)
To use data analytics to improve our website, products/services, marketing, customer relationships and experiences	(a) Technical (b) Usage	Necessary for our legitimate interests (to define types of customers for our products and services, to keep the Services updated and relevant, to develop our business and to inform our marketing strategy)
To make suggestions and recommendations to you about services that may be of interest to you	(a) Identity (b) Contact (c) Technical (d) Profile	Necessary for our legitimate interests (to develop our products/services and grow our business)

#### 4. Who we share your information with

We may have to share your personal data with the parties set out below for the purposes set out in the table in paragraph 3 above.

- Other companies within the Buildstream Group to enable us to provide the Services.
- Business partners, acting as independent controllers based in the UK, for the performance of any contract we enter into with you and/or them, including providers of roles available, and for which you can apply for, through our website.
- Previous employers of your or parties who you have previously provided services to, acting as independent controllers, for the purposes of obtaining references about such services.
- Professional advisers acting as processors or joint controllers including lawyers, bankers, auditors and insurers based in the UK who provide consultancy, banking, legal, insurance and accounting services.

- HM Revenue & Customs, regulators and other authorities acting as processors or joint controllers based in the United Kingdom who require reporting of processing activities in certain circumstances.

The following service providers acting as processors who provide us with services:

- Google LLC
- LogRocket, Inc
- DigitalOcean, Inc
- Functional Software, Inc

Third parties to whom we may choose to sell, transfer, or merge parts of our business or our assets. Alternatively, we may seek to acquire other businesses or merge with them. If 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 Policy.

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.

## 5. International transfers

When we transfer your personal data to companies within the Buildstream Group we may transfer it outside the United Kingdom. We have appropriate safeguards in place to ensure that your personal data is given a similar degree of protection if such a transfer occurs.

We may also share your personal data with external third parties that are based outside the United Kingdom and so their processing of your personal data will involve a transfer of data outside the United Kingdom.

Whenever we transfer your personal data to external third parties based outside of the United Kingdom, we ensure a similar degree of protection is afforded to it by ensuring at least one of the following safeguards is implemented:

- We will only transfer your personal data to countries that have been deemed to provide an adequate level of protection for personal data by the European Commission
- Where we use certain service providers, we may use specific contracts approved by the European Commission which give personal data the same protection it has in the United Kingdom.

Please contact us if you want further information on the safeguards and mechanisms used by us when transferring your personal data out of the United Kingdom.

## 6. Marketing uses

We strive to provide you with choices regarding certain personal data uses, particularly around marketing and advertising:

- Promotional offers from us: We may use your Identity, Contact, Technical, Marketing and Communications, and Profile Data to form a view on what we think you may want or need, or what may be of interest to you. This is how we decide which

products, services and offers may be relevant for you (we call this marketing). You will receive marketing communications from us if you have requested information from us or access the Services and, in each case, you have not opted out of receiving that marketing.

- Third-party marketing: We will get your express opt-in consent before we share your personal data with any third party for marketing purposes.
- Opting out: You can ask us or third parties to stop sending you marketing messages at any time using the functionality on the website, by following the opt-out links on any marketing message sent to you or by contacting us at any time. Where you opt out of receiving these marketing messages, this will not apply to personal data provided to us as a result of a product/service experience or other transactions.

## 7. Our commitment to security

We employ appropriate technical and organizational security measures to prevent unauthorized access to information that we collect online.

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, 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 have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

All information you provide to us is stored on our secure servers. We use industry standard security and firewalls on our servers. Where we have given you (or where you have chosen) a password which enables you to access certain Services, you are responsible for keeping that password confidential. We ask you not to share a password with anyone.

We maintain physical, electronic and procedural safeguards in connection with the collection, storage and disclosure of your information. Our security procedures mean that we may occasionally request proof of identity before we disclose personal information to you.

Unfortunately, the transmission of information via the Internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our website; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

## 8. Retention of your information

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

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data



and whether we can achieve those purposes through other means, and the applicable legal requirements.

By law we have to keep basic information about those who receive our Services (including contact, identity, and profile information) for six years after they cease being customers. Otherwise, details of retention periods for different aspects of your personal data are available upon request by contacting us.

In some circumstances you can ask us to delete your data: see paragraph 9 below for further information.

## 9. Your legal rights

Under certain circumstances, you have rights under data protection laws in relation to your personal data.

- Request access to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
- Request correction of the personal data that we hold about you. This enables you to have any incomplete or inaccurate data we hold about you corrected, though we may need to verify the accuracy of the new data you provide to us.
- Request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have successfully exercised your right to object to processing (see below), where we may have processed your information unlawfully or where we are required to erase your personal data to comply with local law. Note, however, that we may not always be able to comply with your request of erasure for specific legal reasons which will be notified to you, if applicable, at the time of your request.
- Object to processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground as 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. In some cases, we may demonstrate that we have compelling legitimate grounds to process your information which override your rights and freedoms.
- Request restriction of processing of your personal data. This enables you to ask us to suspend the processing of your personal data in the following scenarios: (a) if you want us to establish the data's accuracy; (b) where our use of the data is unlawful but you do not want us to erase it; (c) where you need us to hold the data even if we no longer require it as you need it to establish, exercise or defend legal claims; or (d) you have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it.
- Request the transfer of your personal data to you or to a third party. We will provide to you, or a third party you have chosen, your personal data in a structured, commonly used, machine-readable format. Note that this right only applies to automated information which you initially provided consent for us to use or where we used the information to perform a contract with you.
- Right to withdraw consent at any time where we are relying on consent to process your personal data. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent. If you withdraw your consent, we may

not be able to provide certain products or services to you. We will advise you if this is the case at the time you withdraw your consent.

If you wish to exercise any of the rights set out above, please contact us.

#### No fee usually required

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances.

#### What we may need from you

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

#### Time limit to respond

We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

Should you wish to exercise any of these rights, delete your account or make amendments to your personal data, please contact us at: [hello@buildstream.co](mailto:hello@buildstream.co) or write to us at Buildstream Resources Limited, Business Central, 2 Union Square, Central Park, Darlington, England, DL1 1GL.

## COOKIES POLICY

This is the cookies policy ("Cookies Policy") of Buildstream Resources Limited ("we", "us", or "our"), a company incorporated in England and Wales with registration number 11141653, and our registered office is at 3b Lockheed Court, Preston Farm Industrial Estate, Stockton-on-Tees, England, TS18 3SH. We trade as Buildstream. This Cookies Policy sets out what you need to know about the cookies and similar technologies that we use and why we use them.

### What Are Cookies

As is common practice with almost all professional websites our website uses cookies, which are tiny files that are downloaded to your computer, to improve your experience. This page describes what information they gather, how we use it and why we sometimes need to store these cookies. We will also share how you can prevent these cookies from being stored however this may downgrade or 'break' certain elements of the sites functionality.

For more general information on cookies see the [Wikipedia article on HTTP Cookies](#).

## How We Use Cookies

We use cookies for a variety of reasons detailed below. Unfortunately in most cases there are no industry standard options for disabling cookies without completely disabling the functionality and features they add to our website. It is recommended that you leave on all cookies if you are not sure whether you need them or not in case they are used to provide a service that you use.

## Disabling Cookies

You can prevent the setting of cookies by adjusting the settings on your browser (see your browser Help for how to do this). Be aware that disabling cookies will affect the functionality of this and many other websites that you visit. Disabling cookies will usually result in also disabling certain functionality and features of the site. Therefore it is recommended that you do not disable cookies.

## The Cookies We Set

We use cookies when you are logged in so that we can remember this fact. This prevents you from having to log in every single time you visit a new page. These cookies are typically removed or cleared when you log out to ensure that you can only access restricted features and areas when logged in.

## Third Party Cookies

In some special cases we also use cookies provided by trusted third parties. The following section details which third party cookies you might encounter through this site.

This site uses Google Analytics which is one of the most widespread and trusted analytics solutions on the web for helping us to understand how you use the site and ways that we can improve your experience. These cookies may track things such as how long you spend on the site and the pages that you visit so we can continue to produce engaging content.

For more information on Google Analytics cookies, see the official [Google Analytics page](#).

## More Information

Hopefully that has clarified things for you and as was previously mentioned if there is something that you aren't sure whether you need or not it's usually safer to leave cookies enabled in case it does interact with one of the features you use on our site. However, if you are still looking for more information then you can contact us through one of our preferred contact methods.

If you have any questions or comments about this Cookies Notice or about our Privacy Notice, please contact us at: [hello@buildstream.co](mailto:hello@buildstream.co).

## More cookie information

For more information about cookies and your options, please visit:

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[www.allaboutcookies.org](http://www.allaboutcookies.org)

[www.youronlinechoices.eu](http://www.youronlinechoices.eu)

[www.networkadvertising.org/choices/](http://www.networkadvertising.org/choices/)