

UST Data Privacy Compliance Statement (External)

Useful Simple Trust is committed to protecting and respecting your privacy.

This Privacy Notice explains how we collect and use personal data when you visit our website, engage with us as a client, partner or supplier, or apply to work with us. It also outlines your rights and how the law protects you.

March 2026

1. Introduction

Useful Simple Trust is committed to protecting and respecting your privacy.

This Privacy Notice explains how we collect and use personal data when you visit our website, engage with us as a client, partner or supplier, or apply to work with us. It also outlines your rights and how the law protects you.

For the purposes of UK data protection legislation, Useful Simple Trust acts as the data controller in relation to the personal data described in this Notice.

2. How we collect and use your information

We collect personal information directly from you, through our website, or where relevant from third parties such as clients or recruitment platforms.

The information we collect may include:

- Name and contact details (such as email address and telephone number)
- Job title and company name
- Correspondence and communications with us
- Contractual and project-related information
- CV, qualifications and employment history (where you apply to work with us)
- Interview notes, references and right to work documentation (for recruitment purposes)
- Technical information such as IP address, browser type, device information and pages visited

We use this information to:

- Respond to enquiries and maintain communications
- Manage professional relationships and contractual arrangements
- Deliver services and projects
- Administer operational and billing processes
- Manage recruitment processes and assess applications
- Operate, maintain and improve our website

- Ensure website security and performance
- Comply with legal and regulatory requirements

Where appropriate, we may also send information about our services or events. You may opt out of marketing communications at any time.

3. How The legal basis for using your information

Under UK data protection law, we rely on the following lawful bases:

Performance of a contract

Where processing is necessary to enter into or perform a contract with you or your organisation.

Legitimate interests

Where processing is necessary for the operation and development of our business, services and website, provided this does not override your rights.

Consent

Where required, particularly in relation to marketing communications. You may withdraw your consent at any time.

Legal obligation

Where processing is necessary to comply with legal or regulatory requirements.

4. Who we share information with:

We do not sell your personal data.

We may share personal information with:

- Professional advisers and service providers (e.g. IT support, recruitment systems)
- Clients or partners where necessary for project delivery
- Regulatory authorities or law enforcement where required by law

All third parties are required to handle personal data securely and in accordance with applicable data protection laws.

5. How long we keep your information

We retain personal data only for as long as necessary to fulfil the purpose for which it was collected, including satisfying legal, accounting or reporting requirements.

Recruitment data is retained for a limited period following completion of the recruitment process unless otherwise required by law or with your consent.

6. Third-party websites

Our website may contain links to third-party websites or platforms. If you follow a link to any external site, please note that those websites have their own privacy notices and we do not accept responsibility for their content or data practices.

We encourage you to review the privacy policies of any third-party sites you visit.

7. Cookies and website analytics

Our website uses cookies and similar technologies to support functionality and help us understand how visitors use the site.

You can manage or disable cookies through your browser settings.

8. Data Security

We use commercially reasonable security measures to protect the personal information you provide to us. However, no method of data transmission over the internet is 100% secure, so we cannot guarantee absolute security.

9. How we keep your information secure

We implement appropriate technical and organisational measures to protect personal data against unauthorised access, loss, misuse or alteration.

While we take reasonable steps to safeguard information, no method of transmission or storage is completely secure.

In the event of a personal data breach, we will act in accordance with applicable data protection law, including notifying the Information Commissioner's Office and affected individuals where required.

10. Your Data Rights

Depending on your location, you may have certain rights regarding your personal information, such as to:

- Access, update, or delete your personal information,
- Object to or restrict certain processing activities,
- Withdraw consent (if processing is based on consent).

You also have the right to lodge a complaint with the Information Commissioner's Office (ICO).

To exercise these rights, please contact us at info@usefulsimple.co.uk.

11. Changes to this Privacy Policy

We may update this Privacy Notice from time to time. Any changes will be published on this page and, where appropriate, notified to you. Please check this page periodically to ensure you are aware of the current version.

12. Contact us

If you have any questions or concerns about this Privacy Policy, or how we handle your personal information, please contact us at:

Useful Simple Trust

info@usefulsimple.co.uk

+44 (0)20 7307 9285

Temple Chambers, 3-7 Temple Avenue, London EC4Y 0HP

Revision	Date Issued	Issued By	Comments
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Annabel Judd

Annabel Judd

Director of Operations and Business Development

Useful Simple Limited

The Useful Simple Trust is a social enterprise and employee-owned organisation made up of a family of professional design practices driving change. This policy applies to the Trust as a whole and to each of the active Trust brands:

Expedition Engineering
Useful Projects
Useful Studios



UST Data Privacy Compliance Statement (External) March 2026 for signing

Final Audit Report

2026-04-09

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