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Applies To: Anyone who visits the Dowds Group website, enquires about our products or services, submits an employment application, or is invited to, registers for or attends a Dowds event.

Version History

Version / Date	Summary of Changes
1.0 February 2026	Original issue (draft).
2.0 June 2026	Finalised for website publication. Registered jurisdiction corrected to Northern Ireland; single registered office address; contact details completed; Cookie Notice cross-reference aligned; proofing corrections.
3.0 August 2026	Updated to cover Dowds events. Event attendees and guests added as a category of individuals, with lawful bases, data categories and retention periods set out in section 7. Section 8 expanded to cover event, venue, accommodation and travel suppliers. Section 9 updated to reflect processing outside the UK by our event registration provider. Section 10 replaced with event and relationship communications wording, including consent-based marketing and an opt-out. Cookie Notice cross-reference added.

Document Release

This document remains the property of Dowds Group. Release to regulatory authorities is permitted as required. Release to other organisations or individuals may only be authorised by Company Directors.

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1. Who we are and what we do

Who we are

We are Dowds (“Dowds”, “us”, “we”, “our”). We are a limited company registered in Northern Ireland under registration number NI032483, with our registered office at 4 Parkway, Ballymena, Northern Ireland, BT43 5ET. We are registered with the UK supervisory authority, the Information Commissioner’s Office (“ICO”), in relation to our processing of personal data under registration number ZC086382.

What we do

Dowds is a progressive engineering company delivering fully integrated technical solutions and design-led, end-to-end project delivery. Our expertise spans the full lifecycle of complex built environments, from initial design and systems integration through to final handover. At Dowds we take your privacy seriously and we are committed to protecting your personal data. This privacy notice sets out how Dowds uses and protects the personal data it collects and processes through your use of our website and when you use our services.

Controller

Unless we notify you otherwise, we are the controller of the personal data we process about you. This means we decide what personal data to collect and how to process it.

2. Purpose of this privacy notice

The purpose of this privacy notice is to explain what personal data we collect about you and how we process it. It also explains your rights, so please read it carefully. If you have any questions, please contact us using the details in the section “How to contact us and our Data Protection Officer”.

3. Who this privacy notice applies to

This privacy notice applies to you if you:

- visit our website;
- enquire about our products and/or services; or
- submit an employment application;
- are invited to, register for or attend an event hosted by Dowds; or
- attend a Dowds event as the guest of an invited attendee.

4. What personal data is

“Personal data” means any information from which a living individual can be identified, either directly or indirectly. For example, you may be identified directly by your name, or indirectly by an online identifier such as an IP address.

5. Personal data we collect

The personal data we collect about you depends on our relationship with you. The categories of personal data we collect, and the purposes for which we process them, are set out in the table in the section “Purposes, lawful bases and retention periods”.

6. How we collect your personal data

We collect most personal data directly from you, whether in person, by telephone, text or email, or through our website.

7. Purposes, lawful bases and retention periods

We will only use your personal data when the law allows. Most commonly, we will use it in the circumstances set out below.

Categories of individuals	Categories of personal data	Purpose of processing	Lawful basis	Retention period
Customers and prospective customers	Name, address, email address, contact number.	To respond to your enquiry and provide a service in line with your request.	Contract.	Customers: duration of the contract plus 6 years after completion or termination. Prospective customers: 12 to 24 months from last contact.
Prospective employees	Name, address, email address,	To facilitate and assess your job	Legal obligation;	Unsuccessful candidates: held for

	telephone and/or mobile number, employment history, qualifications and/or CVs.	application and your suitability and eligibility for the role.	legitimate interests.	12 months from the date of decision, then confidentially destroyed. Successful candidates: held under the employee Privacy Notice.
Website users	IP address, browser and device information, cookies, enquiry form submissions.	To operate the website, respond to enquiries, monitor security and, with consent, understand site usage.	Legitimate interests; consent.	Enquiries: 24 months from last contact. Analytics data: as set out in our External Cookie Notice (DWD-NOT-DP-04).
Suppliers, subcontractors and professional advisers	Name, address, email address, contact number, financial details, insurance and compliance information.	Procurement, contract administration, payment processing and compliance checks.	Contract; legal obligation; legitimate interests.	Duration of the contractual relationship plus 6 years.
Visitors to offices and sites	Visitor sign-in records and CCTV footage.	Security, safety and access management.	Legitimate interests.	Sign-in records: kept in line with our retention schedule. CCTV: typically 30 to 90 days unless required for an investigation.
Event attendees and guests	Name, job title, organisation, email address, contact number, registration and attendance records, travel and accommodation preferences and arrangements, any additional requests you choose to provide, dietary and accessibility requirements where you choose	To invite you to, register you for and manage your attendance at Dowds events, including catering, travel and accommodation arrangements, venue access, accessibility, health and safety, and event follow-up.	Legitimate interests. Consent for dietary, accessibility and other health related information. Legitimate interests, with a right to object, for event photograph	Registration and attendance records: 6 months after the event. Dietary and accessibility information: deleted within 30 days of the event. Photography and film: retained for up to 3 years from the date of the event or removed sooner on request.

	to provide them, and photographs or video recordings taken at the event.		y and filming.	
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Where you attend as the guest of an invited attendee, we will usually receive your name and any dietary or accessibility requirements from that attendee rather than from you directly.

Where you are a Dowds employee attending a Dowds event, your personal data is processed in accordance with our employee privacy notice.

Where you attend a Dowds event, we may share limited personal data with the venue, the accommodation provider, caterers, event management, travel and audio-visual suppliers, and our appointed event registration provider, where this is necessary to deliver the event, to make your travel and accommodation arrangements, and to meet our health and safety obligations.

Most of these organisations act on our instructions and are not permitted to use your personal data for their own purposes. Some, such as the venue, accommodation and travel providers, will also process your personal data as controllers in their own right in relation to the bookings they make for you.

8. Sharing your personal data

We may from time to time need to share personal data with external third parties where this is necessary to deliver our services and to meet our legal or contractual obligations. We will not sell, distribute or lease your personal information to third parties.

Where you attend a Dowds event, we may share limited personal data with the venue, caterers, event management and audio-visual suppliers, and our appointed event registration provider, where this is necessary to deliver the event and to meet our health and safety obligations. These organisations act on our instructions and are not permitted to use your personal data for their own purposes.

9. International transfers

We do not transfer personal data outside the UK. Some of the suppliers who act on our behalf may process personal data outside the UK. Where they do, we require them to have appropriate safeguards in place, and we can provide further information on request.

10. Event and relationship communications

Dowds does not sell, rent or share your personal data for third party marketing.

We send invitations and related updates about Dowds events and services to business contacts, clients and supply chain where we have an existing business relationship with you, where you have asked to hear from us, or where you have previously attended one of our events.

Where you have given us your consent, for example when registering for an event, we may also send you occasional updates about Dowds services, insights and future events.

You can ask us to stop sending these at any time, either by replying to the message or by contacting dpo@dowdsgroup.com. Withdrawing your consent will not affect your attendance at, or the arrangements made for, any event.

11. Your rights and how to complain

You have certain rights in relation to the processing of your personal data, including:

- **Right to be informed.** You have the right to be told how we collect and use your personal data, which is the purpose of this notice.
- **Right of access.** You can ask for a copy of the personal data we hold about you (commonly known as a “Subject Access Request”).
- **Right to rectification.** You can ask us to correct personal data that is inaccurate or incomplete.
- **Right to erasure.** You can ask us to delete your personal data in certain circumstances.
- **Right to object.** You can object to our processing of your personal data in certain circumstances.
- **Right to restrict processing.** You can ask us to limit how we use your personal data in certain circumstances.
- **Right to data portability.** You can ask us to transfer your personal data to another organisation in certain circumstances.
- **Right to withdraw consent.** Where we rely on consent, you can withdraw it at any time.
- **Automated decision-making.** We do not carry out automated decision-making or profiling.
- **Right to complain.** You can lodge a complaint with the ICO at any time (ico.org.uk, or 0303 123 1113). We would, however, appreciate the chance to address your concerns first.

How to exercise your rights

You will not usually need to pay a fee to exercise your rights. We will respond to all legitimate requests within one month. Occasionally it may take us longer if your request is particularly complex or you have made a number of requests, in which case we will keep you informed.

12. How to contact us and our Data Protection Officer

If you wish to contact us about this privacy notice, or to exercise any of your rights, please contact us:

Dowds, 4 Parkway, Ballymena, Northern Ireland, BT43 5ET

Email: dpo@dowdsgroup.com

Telephone: 028 2766 2789

We have also appointed a Data Protection Officer (“DPO”). Our DPO is Evalian Limited, who can be contacted at dpo@evalian.co.uk. Please mark your communication FAO the “Data Protection Officer”.

13. Changes to this privacy notice

We may update this privacy notice from time to time, for example to reflect changes in how we process personal data or in the law. Where required, we will notify you of significant changes. This notice was last updated in August 2026.