

PRIVACY NOTICE

INFORMATION YOU PROVIDE TO US

ACD Environmental Ltd is committed to protecting the privacy and security of your personal information. This privacy notice describes how we collect and use personal information about you during your dealings with us in accordance with the General Data Protection Regulation (GDPR). We are a “data controller” of your personal information, which means we are responsible for deciding how we hold and use personal information about you. We are required under GDPR to tell you about the information contained within this privacy notice. We may update the notice at any time.

It is important that you read this privacy notice so that you are aware of how and why we are using such information.

WHAT YOU NEED TO KNOW AND YOUR RIGHTS

This policy sets out the information we are required to give you under GDPR as follows:

- Data Protection Principles
- What information we hold about you
- How your personal data is collected
- How we use your personal data
- Marketing
- Change of Purpose
- How long we keep your data for
- Informing us of changes
- How we keep your personal data
- Right of access
- Right to rectification
- Right to erasure
- Right to object to processing
- Requesting the restriction of processing
- Right to withdraw consent
- Changes to this privacy notice
- How to contact us

DATA PROTECTION PRINCIPLES

We will comply with data protection law.

This says that the personal information we hold about you must be:

1. Processed lawfully, fairly and in a transparent manner.
2. Collected for specified, explicit and legitimate purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and is limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary for the purposes we have told you about.
6. Kept securely.

WHAT INFORMATION WE HOLD ABOUT YOU

Personal information (known as “personal data” in GDPR), means any information about an individual from which that person can be identified. It doesn’t include data where the means of identification has been removed (anonymous data). The type of personal data we hold will depend upon the nature of our dealings with you and the lawful reason we are holding your personal information.

As a **client** of ours, this will include:

- Personal contact details (name, address, telephone number, personal email addresses)
- Your financial details (as necessary to manage and enable fees and payment)
- Your business details (if this is necessary for the work we are undertaking on your behalf)

HOW YOUR PERSONAL DATA IS COLLECTED

We collect your personal data when you email or write to us and when we meet to discuss your matter, and on any other occasion it is necessary for the duration of our dealings. Our relationship with you, as our client, is governed by a contract and it is in order to fulfil that contract that we hold and use your personal data. If, as a client, you wish to receive details of other services we offer that might be of interest to you (“Marketing”), we will ask for your consent to do this.

HOW WE USE YOUR PERSONAL DATA

We will only use your personal data to fulfil the terms of our contract with you, and to provide you with marketing information if you have given your consent for this. If you are a client, this means we will share your personal data with other organisations and people as necessary to help us fulfil our contract with you.

MARKETING

We would like to send you information from time to time about events and services we offer which we think may be of interests to you. As stated above, we will only send you this information if you consent. You may withdraw your consent at any time.

CHANGE OF PURPOSE

We will only use your personal data for the purposes for which we collected it unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for a different unrelated purpose, we will notify you and will explain the legal basis which allows us to do so. Where it is required or permitted by law, we may process your personal data without your knowledge or consent.

HOW LONG WE KEEP YOUR DATA FOR

We will only keep your data for as long as is necessary. This means we will keep it for the duration of the contract between us and thereafter for as long as is necessary as a record of the transaction in the event of any future issues or queries.

INFORMING IS OF CHANGES

It is important that the personal data we hold is accurate and up to date. Please keep us informed of any changes to your personal information.

YOUR RIGHTS UNDER GUIDELINES FOR DATA PROTECTION REGULATIONS (GDPR)

The following lists your rights under GDPR. Please note there may be specific occasions where we are unable to accede to a request by you to exercise a particular right due to there being a legal exemption in place.

RIGHT OF ACCESS

You have the right to request a copy of the information we hold about you and check that we are processing it lawfully.

RIGHT OF RECTIFICATION

You have the right to ask us to correct any incomplete or inaccurate information we hold about you.

RIGHT TO ERASURE

You may ask us to delete or remove personal information where there is no longer a good reason for us to have it. You also have the right to ask us to delete or remove your personal information if you have objected to us processing your personal data (see below).

RIGHT TO OBJECT TO PROCESSING

You may ask us to stop processing your personal information if you object to that processing

REQUESTING THE RESTRICTION OF PROCESSING

You may ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it.

RIGHT TO WITHDRAW CONCENT

If you have given your consent for us to contact you with details of future events and services (marketing), you may withdraw your consent at any time. If you do withdraw your consent, we will remove your details from our marketing list.

CHANGE TO THIS PRIVACY NOTICE

We will keep our privacy policy under review and will update this page as necessary. We reserve the right to change our policy and this page at any time.

HOW TO CONTACT US

Please contact us if you have any questions about our privacy policy or information we hold about you, or if you want to review, check, correct, request erasure or object to processing:

- By email at: s.newman@acdenv.co.uk
- In writing:

HR Manager, ACD Environmental Ltd, The Old Dairy, Rodbourne Rail Business Centre, Grange Lane, Malmesbury, Wiltshire, SN16 0ES.