



Geo-Environmental

Privacy Policy

Version 2.0


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Version Control

Author	Version	Comments
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Privacy Policy

1 Introduction

The GDPR will be enforced from 25 May 2018. UK organisations that process the personal data of EU residents have only a short time to ensure that they are compliant.

Introduced to keep pace with the modern digital landscape, the GDPR is more extensive in scope and application than the current Data Protection Act (DPA). The Regulation extends the data rights of individuals, and requires organisations to develop clear policies and procedures to protect personal data, and adopt appropriate technical and organisational measures.

Geo-Environmental Services Ltd understands that your privacy is important to you and that you care about how your personal data is used. We respect and value the privacy of all our customers and will only collect and use personal data in ways that are described here, and in a way that is consistent with our obligations and your rights under the law.

2 Information About Us

- **Company:** Geo-Environmental Services Ltd
- **Address:** Unit 7 Danworth Farm, Cuckfield Road, Hurstpierpoint, West Sussex, BN6 9GL
- **Registration No:** 03214980
- **VAT No:** 679544479
- **Data Protection Manager:** Mike Brown
- **Email Address:** michael.brown@gesl.net
- **Telephone No:** 01273 832972

To contact us about anything to do with your personal data and data protection, including to make a subject access request, please use the correspondence address above.

We are ISO9001:2016 Certificated by DAS Certification Body.

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3 What Does This Notice Cover?

This Privacy Information explains how we use your personal data: how it is collected, how it is held, and how it is processed. It also explains your rights under the law relating to your personal data.

4 Definition of Personal Data

Personal data is defined by the General Data Protection Regulation (EU Regulation 2016/679) (the “GDPR”) as ‘any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier’.

Personal data is, in simpler terms, any information about you that enables you to be identified. Personal data covers obvious information such as your name and contact details, but it also covers less obvious information such as identification numbers, electronic location data, and other online identifiers.

The personal data that we use is set out in Part 6, below.

5 What Are Your Rights?

Under the GDPR, you have the following rights, which we will always work to uphold:

- a) The right to be informed about our collection and use of your personal data. This Privacy Notice should tell you everything you need to know, but you can always contact us to find out more or to ask any questions using the details in Section 2.
- b) The right to access the personal data we hold about you. Section 11 will tell you how to do this.
- c) The right to have your personal data rectified if any of your personal data held by us is inaccurate or incomplete. Please contact us using the details in Section 2 to find out more.
- d) The right to be forgotten, i.e. the right to ask us to delete or otherwise dispose of any of your personal data that we have. Please contact us using the details in Section 2 to find out more.
- e) The right to restrict (i.e. prevent) the processing of your personal data.
- f) The right to object to us using your personal data for a particular purpose or purposes.
- g) The right to data portability. This means that you can ask us for a copy of your personal data held by us to re-use with another service or business in many cases.

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- h) Rights relating to automated decision-making and profiling. We do not use your personal data in this way or Section 8 explains more about how we use your personal data.

For more information about our use of your personal data or exercising your rights as outlined above, please contact us using the details provided in Section 2.

Further information about your rights can also be obtained from the Information Commissioner's Office or your local Citizens Advice Bureau.

If you have any cause for complaint about our use of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office.

6 What Personal Data Do We Collect from our Suppliers and Clients

In order for us to provide our services the personal data we need to have, that is adequate, relevant and what is necessary for processing is:

- Name
- E-mail address
- Telephone/mobile
- Address for formal communications.

For all won projects we need to keep Clients personal data for 12 years, this being the reliance period which is now standard in the industry.

Client details will be reviewed annually to ensure that they are still current.

Preferred supplier details would be kept on file indefinitely unless we/they terminated our commercial relationship.

7 What Personal Data Do We Collect from our Staff

We necessarily hold more personal information on staff than any other contact. This information includes:

- Name
- E-mail address
- Telephone/mobile

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- Address for formal communications
- Work contracts
- NI Number
- Bank Details
- Health Information
- Details of next of kin
- Appraisals and other HR documentation.

Personal information of employees, including contact details, appraisals and reviews will be kept for at least 5 years. Details would be current until the staff member left employment after which time they would be retained for the periods detailed above. There would be no need to review this data.

8 How do we use Personal Data

Under the GDPR, we must always have a lawful basis for using personal data. This may be because the data is necessary for our performance of a contract with you, because you have consented to our use of your personal data, or because it is in our legitimate business interests to use it. Your personal data will be used for one of the following purposes:

- Providing and managing your account.
- Supplying our services to you. Your personal details are required in order for us to enter into a contract with you.
- Personalising and tailoring our services for you.
- Communicating with you. This may include responding to emails or calls from you.

With your permission and/or where permitted by law, we may also use your personal data for marketing purposes, which may include contacting you by email and telephone with information, news, and offers on our services. You will not be sent any unlawful marketing or spam. We will always work to fully protect your rights and comply with our obligations under the GDPR and the Privacy and Electronic Communications (EC Directive) Regulations 2003, and you will always have the opportunity to opt-out.

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9 Storage of Personal Data

We will only store your personal data on our servers in the EU. This means that it will be fully protected under the GDPR.

10 Do We Share Personal Data?

We will not share any of your personal data with any third parties for any purposes, subject to one important exception.

In some limited circumstances, we may be legally required to share certain personal data, which might include yours, if we are involved in legal proceedings or complying with legal obligations, a court order, or the instructions of a government authority.

11 Accessing Your Personal Data

If you want to know what personal data we have about you, you can ask us for details of that personal data and for a copy of it (where any such personal data is held). This is known as a “subject access request”.

All subject access requests should be made in writing and sent to the email or postal addresses shown in Section 2 above. To make this as easy as possible for you, a Subject Access Request Form is available for you to use. You do not have to use this form, but it is the easiest way to tell us everything we need to know to respond to your request as quickly as possible.

There is not normally any charge for a subject access request. If your request is ‘manifestly unfounded or excessive’ (for example, if you make repetitive requests) a fee of £10 may be charged to cover our administrative costs in responding.

We will respond to your subject access request within less than one month and, in any case, not more than one month of receiving it. Normally, we aim to provide a complete response, including a copy of your personal data within that time. In some cases, however, particularly if your request is more complex, more time may be required up to a maximum of three months from the date we receive your request. You will be kept fully informed of our progress.