

# GDPR BUSINESS PRIVACY POLICY

## 1. AIM

We are aware of the obligations placed on us by the General Data Protection Regulation [GDPR] in relation to processing data lawfully and to ensure it is kept securely. This policy outlines Southdowns Environmental Consultants Ltd's compliance with this regulation.

## 2. GENERAL PRINCIPLES

- All data collected and/or stored by Southdowns Environmental Consultants Ltd (Southdowns) is done so for the sole purposes of Southdowns business. This will include, but is not limited to client business contacts, supplier contact, marketing (with consent), human resources and financial records. Individual's personal data will not be shared with a third party without prior written consent.
- No member of staff will share any personal data with a third party without the prior consent of the individual. This includes, but is not limited to name, address, email address and phone details.
- We will only keep data for as long as it is needed. Normal retention period for clients, contacts and suppliers is six years after post contract conclusion, with the exception of financial data which will be held for seven years.
- All Staff should use only their own login to access PCs and membership databases and not share their login details with others.
- To ensure data held by Southdowns is accurate, it is the responsibility of the individual to ensure the data provided is correct. Southdowns will review this policy at regular intervals, it is the responsibility of the individual to ensure that the policy held is current.
- An individual may at any time request the removal, access or correction of their personal data by contacting [enquiries@southdowns.eu.com](mailto:enquiries@southdowns.eu.com)

## 3. FURTHER INFORMATION

For further information please see Southdowns' policies:

- Subject Access Request Policy
- Data Breach Notification Policy; and
- Website Policy

Signed on behalf of Southdowns Environmental Consultants Ltd



Rick Methold

Director

24<sup>th</sup> January 2023

