

## **Privacy Policy**

This privacy policy explains why and how we may collect, use and store information provided to us. By using our website or providing us with information via any other means, you agree to the collection and use of information as outlined in this policy.

G&J is a 'Data Controller' under UK GDPR. Our lawful bases for collecting or using personal information are consent, contract and legal obligation.

We may update this policy at any time and any changes will be detailed on this page.

Any questions regarding this policy should be via e-mail to info@gjgeoenvironmental.co.uk, or by phone on 01509 410372.

## What information we collect and use, and why

We may collect or use personal information to facilitate the provision of services and customer accounts, to comply with legal obligations, for recruitment purposes and for service update and marketing purposes. Personal information may include: e-mail; name; address; telephone number; payment details; account history; credit references; previous employer references; identification documents; health and safety information.

We may also analyse website activity data collected by our provider.

## Sharing and keeping of information

We will not sell or rent your information to any third parties. Information may be shared with data processors who provide support services to G&J, such as IT support and accountancy. Information may be transferred or shared in the event of a merger or acquisition or if we are required to disclose information to comply with any legal obligation. We have measures in place to ensure that information is kept secure and to prevent unauthorised access.

Information will be retained for as long as necessary to comply with legal obligations and ensure completion of contracts.

## Your data protection rights

You have the right to request deletion of your personal data at any time, subject to compliance with any legal obligations.

You have the right to ask us for copies of your personal data.

You have the right to ask us to rectify personal data you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

You have the right to object to, or ask us to restrict, the processing of your personal data in certain circumstances.

When we use consent as our lawful basis you have the right to withdraw your consent.