

ROE ENVIRONMENTAL LTD

PRIVACY NOTICE

Who we are

Roe Environmental is a limited company incorporated in England and Wales and is a 'controller' under the General Data Protection Regulation (GDPR) and the Data Protection Act.

We are committed to protecting the rights and privacy of individuals in accordance with the Data Protection Act 1998. In the course of our activities we need to process certain personal data to be able to fulfil our purpose and to meet our legal obligation to our clients and other interested parties. We ensure that all staff who process data on behalf of the company are doing so in accordance with the GDPR.

Role of the company

We are registered with ICO under the DPA . We have appointed a senior manager to act in the capacity of 'Data Protection Officer', who is the primary contact to the Information Commissioner. We shall ensure that all the information that you provide to us is kept secure using appropriate technical and organisational measures. In the event of a personal data breach our Data Protection Officer will contact the ICO within 72 hours, to minimise the breach.

Whose data do we hold

We hold data about the following people:

- Employees
- Customers
- Suppliers and service providers
- Advisers, consultants and other professional experts
- Complainants and potential customers

What data we will collect

We will only collect information from you that is relevant to the matter that we are dealing with. In particular we may collect the following information from you which is defined as 'personal data':

- Name, address, email and telephone numbers
- Financial details (which are destroyed once payments have been made and cleared)
- Business activities of the person whose details we are processing

Basis for processing

We need your personal data so we can carry out our contract with you. It is also necessary for us to comply with legal obligations.

How will we use your data

We need your personal data to maintain our accounts and records.

What are your rights

Under the GDPR you have the right to request access to your personal data, request correction, object to your personal data being processed, ask for a restriction of process, request transfer or to withdraw all consent.

Who you can complain to

If you are unhappy about how we are using your personal data or how we respond to your request please contact office@roeenv.co.uk. If we do not respond to your complaint satisfactorily then contact www.ico.org.uk.

Who will we share your data information with

Your data is stored on our database which is maintained by a UK IT administration company. We may share your information with an external third party where sub-contracting work takes place. We will always ask your permission first. We will also share your information to a debt collection agencies for unpaid invoices.

How long will we keep your information for

By law we have to keep and store safely basic information about our customers for 6 years after they cease being customers for tax purposes.