

Client and Supplier Privacy Policy

Date of document **SEPTEMBER 2023**

This policy covers how the Environmental Dimension Partnership Ltd (EDP) collects, processes and manages client and supplier data in connection with the day-to-day running of our business. This policy uses the term 'you' to cover all those to whom the Policy refers.

EDP are committed to protecting all the personal data they hold and will only process this data as set below.

Our contact details

Should you need to contact EDP for any reason relating to your personal data, please do so using the following details.

Name: The Environmental Dimension Partnership Ltd. (FAO. Data Controller)

Address: Quarry Barn, Elkstone Studios, Elkstone, Gloucestershire, GL53 9PQ

Phone Number: 01285 740427

E-mail: info@edp-uk.co.uk

Website: www.edp-uk.co.uk

The type of personal information we collect

EDP currently collect and process the following information:

- Full names (e.g., as derived from emails or business cards).
- Workplace postal addresses (not personal).
- Workplace email addresses.
- Workplace mobile phone numbers.
- Workplace office phone numbers.
- Personal LinkedIn accounts.
- Workplace website details.
- Customer financial and invoicing information (inc. Credit Checks).
- Customer health and safety information, as relevant to project work only.

How we get the personal information and why we have it:

Most of the personal information EDP process is provided directly by you for one of the following reasons:

- We are working with you as part of a commercial Project Team.
- We are working with you as a sub-consultant.
- You or the company you work for is a client of ours.
- We are working with your organisation on a commercial project.
- We are working with you as part of business support operations, e.g., Human Resources, Health & Safety, Premises, IT, Finance, Marketing.
- You have provided a product or service to us, e.g., event planning.

EDP also receive personal information indirectly, from the following sources in the following scenarios:

- As part of the recruitment process, from existing contacts.
- From researching products and services on LinkedIn.

- From recommendations from existing contacts or customers.

EDP will use the information that you have provided in order to undertake our day-to-day operations as an Environmental Consultancy. This may include related activities not directly linked to Environmental Consultancy Services, for example in arranging social activities for our Team or providing essential supporting services like health and safety and IT.

EDP may share this information with other members of our Team, and other people we are working with on commercial project work. We may also share with other people we are working with in providing services related to our core business.

We are aware of the requirement to ensure your data is protected against accidental loss or disclosure, destruction, and abuse. We have implemented processes to guard against this.

Where we share your data with third parties, we provide written instructions to them to ensure that your data is held securely and in line with data protection requirements. Third parties must implement appropriate technical and organisational measures to ensure the security of your data.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- We have a contractual obligation.
- We have a legal obligation.
- We have a legitimate interest.

We consider our Core Business and related activities to provide the legitimate interest, whilst our Project work relies on a contractual arrangement between EDP and our clients for it to be delivered. We also have a legal obligation to ensure the health and safety of our Team and those we work with and for.

How we store your personal information

Your information is securely stored in EDP's Document Management System (Deltek Union Square). We input this data when we start working or collaborating with you. This data may also be held in secure email accounts or on our servers.

We will keep your contact details (including postal and email addresses, phone numbers and LinkedIn profile addresses) for as long as the law requires, taking into account the nature of the information and purpose for which it has been obtained and is used or held.

Your data protection rights

Under data protection law, you have rights including:

- **Your right of access** - You have the right to ask us for copies of your personal information.
- **Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- **Your right to object to processing** - You have the right to object to the processing of your personal information in certain circumstances.

- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.
- **You are not required to pay any charge for exercising your rights.** If you make a request, we have one month to respond to you.

Please contact us at the address on the first page of this document if you wish to make a representation in relation to your rights.

Where you have provided consent to our use of your data, you also have the unrestricted right to withdraw that consent at any time. Withdrawing your consent means that we will stop processing the data that you had previously given us consent to use. There will be no consequences for withdrawing your consent. However, in some cases, we may continue to use the data where so permitted, by having a legitimate reason for doing so.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us using the contact details on the first page of this document. You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113ICO
Website: www.ico.org.uk