



DTA Ecology

*...continuing the work of
David Tyldesley & Associates*

PRIVACY POLICY STATEMENT

Doc Ref 061

Date of Last Amendment: May 2018

Who are we

DTA Ecology is a limited company based on Rectory Farm, Finchampstead, Berkshire, RG40 4JY. We operate as Data Controller for the information you provide to us. If you have any questions about the protection of your data, please email us at dta@dt-a.co.uk. We will endeavour to answer all your questions quickly and transparently, however if you are not satisfied you have the right to complain to the Information Commissioners Office (ICO) about our handling of your requests about the protection of your data. Follow the link below to report a concern to the ICO.
<https://ico.org.uk/concerns/>

Taking your Data Protection seriously

We have reviewed and updated our responsibilities and procedures with respect to the General Data Protection Regulation (EU) 2016 / 679 ("GDPR") and have updated this Privacy Notice accordingly.

Purpose for processing

We only collect personal data required to fulfil our professional services with you. **Your data is not used for any other purposes.** We have a legitimate basis for collecting this data. Examples of the data we are required to collect are: Name, Address, contact details. **No financial, age, ethnicity or any other personal information is collected, kept or processed.**

Source of your data

We receive information about you from you. We do not receive or buy in lists of personal data from other sources.

Recipients of your data

We do not pass on your information to any other party unless required to do so by law.

Automated decision making

We do not undertake any automated decision-making using your data, nor do we use your data for profiling or any other investigative purposes.

Security of your data

We have taken all reasonable steps to ensure that we adapt Industry standard security protection systems to ensure the security of your data. No personal data is stored in locations other than the European Economic Area.

Your rights under GDPR

You are entitled to ask about the data that is held about you, subject to certain exceptions. This is called a Subject Access Request (SAR).

These should be made by email or in writing to the following addresses:

Email: info@dt-a.co.uk

Address: Rectory Farm, Finchampstead, Berkshire, RG40 4JY.

In addition, the GDPR provides the following rights for individuals: (<https://ico.org.uk/for-organisations/guideto-the-general-data-protection-regulation-gdpr/individual-rights/>)

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling

If you would like to exercise any of your rights under GDPR, please email us on dta@dt-a.co.uk