



## Data Protection Policy

- We, Simon Scotting Tree Consultancy and Training, gather and process your personal information in accordance with this privacy notice and in compliance with the relevant General Data Protection Regulation (GDPR) and laws. This notice provides you with the necessary information regarding your rights and our obligations, and explains how, why and when we process your personal data.
- We process your personal information to meet our legal, statutory and contractual obligations and to provide you with our products and services. We will never request any unnecessary personal data from you and will not process your information in any way, other than as specified in this notice.
- All data collected will be for legitimate business interest.
- We take your privacy very seriously and will only share your information with third parties where there is a legitimate business interest.
- If you engage with Simon Scotting Tree Consultancy and Training as a user of our website, your data will not be shared with any third party.
- If you participate in a project funded by a third party then we may share your data with the funder and bulk mailing organisations.
- We will never disclose, share or sell your data without your consent; unless required to do so by law. We only retain your data for as long as is necessary and for the purpose(s) specified in this notice and other guidance provided by Simon Scotting Tree Consultancy and Training. Where you have consented to us providing you with promotional offers and marketing, you are free to withdraw this consent at any time. **To withdraw consent, please contact us on 07816162213.**
- The purposes and reasons for processing your personal data are detailed below:

We collect your personal data in the performance of a contract or to provide a service and to ensure that orders are completed and can be sent out to your preferred address

We will process your personal data as part of verifying your identity for particular certification processes

- We only ever retain personal information for as long as is necessary and we have strict review and retention policies in place to meet these obligations. Our policy is to keep your personal data for a minimum of **6 years** after which time it will be destroyed. However, should you have been issued a Simon Scotting Tree Consultancy and Training certificate then policy is to keep your information indefinitely. You can request to have your data destroyed once you have received your certificate but in doing so we will not be able to provide confirmation of achievement or re-issue lost certificates.
- We do not share or disclose any of your personal information without your consent, other than for the purposes specified in this notice or where there is a legal requirement



## Simon Scotting Tree Consultancy and Training

### ▪ **Your Rights**

- You have the right to be informed of any information Simon Scotting Tree Consultancy and Training processes and why we are processing this information
- You have the right to access any personal information that Simon Scotting Tree Consultancy and Training holds about you
- You have the right to rectification. If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will strive to do so within 20 working days; unless there is a valid reason for not doing so, at which point you will be notified. Simon Scotting Tree Consultancy and Training will also advise any third parties holding your data to update as notified.
- You have the right to have data erased, however in doing so Simon Scotting Tree Consultancy and Training may not be able to continue to provide the expected service delivery, at your request data will be erased within 20 working days
- You have the right to restrict processing of your personal data when:
  - The accuracy of the data is contested (for a period of time to enable the controller to verify the accuracy)
  - The processing is unlawful and you object to the erasure of the data and request restrictions of its use instead
  - You object to processing based on the grounds of legitimate business interests
  - Where Simon Scotting Tree Consultancy and Training as the controller no longer requires the data but you do to exercise or defend a legal claim
- You have the right to data portability allowing you to obtain and reuse your personal data for your own purpose across different services. It allows you to move, copy or transfer personal data easily from one IT environment to another in a safe and secure way, without hindrance to usability.

### **You have the right to object to:**

- Direct Marketing which is absolute. You do not need to demonstrate grounds for your objection, there are no exceptions which will allow processing to continue
- Processing based on legitimate interests or performance of a task in the public interest/ exercise of official authority
- Processing for research or statistical purposes.

If we receive a request from you to exercise any of the above rights, we may ask you to verify your identity before acting on the request; this is to ensure that your data is protected and kept secure.

**Please note: Simon Scotting Tree Consultancy and Training does not participate in automated decision making or profiling.**