

Privacy Notice for Customers – effective 24 May 2018

Who is collecting the data?

We are Beeches Transform Ltd, a small landscaping company based in Drighlington, West Yorkshire. Our contact details and company number are listed below:

Address – 37 Back Lane, Drighlington, BD11 1LS

Office Telephone – 0113 287 9077

Email – beechestransform@outlook.com

Company Number – 07280708

What data is being collected and how will it be used?

We collect basic personal information including name, address, telephone number and email address to allow us to arrange appointments, provide quotes and, if applicable, to progress towards a client agreement and then invoicing for our customers. We do not use customers personal data for any other purpose, we do not engage in direct marketing activities.

What is the legal basis for processing the data?

The legal basis for processing this data is **contract** – to prepare and fulfil our contractual obligations to our customers.

Will the data be shared with any third parties?

The data will not be shared with any third parties for marketing purposes. Our accountants (Jones Accountants of 25-27 Queen Street, Morley, Leeds, LS27 8EG) have visibility of data used for invoicing purposes in order to prepare our annual accounts via QuickFile accounting software.

How long will the data be stored?

Data regarding our contracts with clients will be stored for 6 years following completion of contract, this is in line with the time limit for bringing a claim for breach of contract.

Where we hold personal data for the purposes of responding to an enquiry for a quote that does not progress towards a client contract we will delete/destroy records where there has been no contact for a period of 3 months. Such records will be deleted/destroyed within 1 month if requested by a potential client.

Data subject rights

If you believe any personal information we hold on you is incorrect please notify us as soon as possible using the contact details above, we will rectify any errors as soon as possible.

If you have not entered into a contract with us and wish us to erase your data please write to us at the address above, your records will be deleted/destroyed within 1 month.

How to raise a complaint

If you wish to make a complaint with regards to our handling of your personal data please write to:

Martin Barber

Director

Beeches Transform Ltd

37 Back Lane, Drighlington, Bradford, BD11 1LS

Privacy Notice for Job Applicants – effective 24 May 2018

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Address – 37 Back Lane, Drighlington, BD11 1LS

Office Telephone – 0113 287 9077

Email – beechestransform@outlook.com

Company Number – 07280708

What data is being collected and how will it be used?

We collect basic personal information including name, address, telephone number, email address and CVs or equivalent information regarding work and education history. This allows us to consider whether you are suitable for the vacancy you have applied for, arrange an interview, and if successful offer employment. We do not use applicants personal data for any other purpose.

What is the legal basis for processing the data?

The legal basis for processing this data is **contract** – to prepare and fulfil our contractual obligations to our employees. We also have legal/regulatory obligations regarding employment.

Will the data be shared with any third parties?

The data will not be shared with any third parties unless you are successful and become an employee. Our accountants (Jones Accountants of 25-27 Queen Street, Morley, Leeds, LS27 8EG) process our payroll, information is only passed to them upon an employee commencing work.

How long will the data be stored?

Data regarding our employees will be stored for 6 years following completion of contract, this is in line with the time limit for bringing a claim for breach of contract.

Where applicants are unsuccessful we will delete/destroy records 6 months following closure of the recruitment process or 6 months following application if the recruitment process is an ongoing one, this is in line with the time limit for discrimination claims.

Data subject rights

If you believe any personal information we hold on you is incorrect please notify us as soon as possible using the contact details above, we will rectify any errors as soon as possible.

How to raise a complaint

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Martin Barber

Director

Beeches Transform Ltd

37 Back Lane, Drighlington, Bradford, BD11 1LS