



CRESTWOOD ENVIRONMENTAL LTD

www.crestwoodenvironmental.co.uk

Tel: 01902 229 563

Privacy Policy

Crestwood Environmental Ltd. ('the Company') is committed to protecting all personal data that we hold and is recorded on the Information Commissioners Office's (ICO's) Data protection public register – see [here](#).

The Data Protection Act 2018 is the UK's implementation of the General Data Protection Regulation (GDPR). In accordance with this, the Company is committed to following strict rules called 'data protection principles' to ensure the information is:

- Used fairly, lawfully and transparently;
- Used for specified, explicit purposes;
- Used in a way that is adequate, relevant and limited to only what is necessary;
- Accurate and, where necessary, kept up to date;
- Kept for no longer than is necessary; and
- Handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage.

The Company collects 'Personal Data' such as individual names, addresses, emails, telephone numbers, bank details (where essential, e.g. to make supplier payments), whether it's by personal contact, business cards, email, phone, social media or our website.

Information is only used directly by the Company for business-related purposes and administrative use to carry out our normal day-to-day business activities. In carrying out our business we may need to disclose personal information to Local or Central Government Bodies, e.g. Local Planning Authorities, Environment Agency, or HMRC, but will only do so where we are required to.

We may issue communications to named appropriate representatives of businesses where we believe that the recipient would have a legitimate interest in the services or communications we provide. We will always undertake a legitimate interests assessment before issuing communications in line with the ICO's guidance.

We do not sell or disclose personal information to any other third parties.

We are committed to ensuring all personal information, electronic and hard, is safeguarded via secure servers, with hard copies kept in locked secure cabinets, all with restricted access.



An individual has the right at any point in time to:

- Know what personal information the Company holds;
- Access personal information held by the Company; and
- Request changes, corrections, deletion, and restriction on the use of individual personal information.

If you believe the Company is holding incorrect personal information at any time, please contact us as soon as info@crestwoodenvironmental.co.uk as possible so we can promptly amend our records.

Cookies

Cookies are data files. They are files that are sent from a website to a browser, which then records information about the user to various purposes. Our website uses cookies but does not store any personal information. If you would like more information on cookies, e.g. what they are, how to control them etc. you can do so by visiting <https://ico.org.uk/your-data-matters/online/cookies/>. If you require a list of cookies that our website uses, please contact us to request this.

Employees

The Company collects and processes personal data relating to its employees to manage the employment relationship. The information held and processed by the Company will be kept in strict confidence and will only be used by Directors of the Company, its appointed Advisors, such as Management Accountants, Statutory Accountants and our own administration staff.

The personal data is only used to enable us to comply with our legal obligations as part as your employment contract, to pay you and make tax and other deductions, to comply with our health and safety obligations (e.g. contact details for you in the event of an accident or illness) and to operate essential HR related aspects (e.g. disciplinary or grievance records).

General 'Personal Data' collected and used is assumed to be with the express consent of employees. Anything classed as 'Sensitive Personal Data' will only be used with the explicit consent of each employee unless otherwise authorised by law.

The Company takes security of personal data very seriously; Strict internal controls are in place to ensure that employee data is kept safe and secure and is not accessed by any other non-legitimate third parties or mis-used in any way.

Where we need to work with third party companies, such as Co-operative (Child Care Vouchers and Cycle to Work Scheme) & NEST (Pensions), who also may need to process your personal data, they only do so with our written instruction and your assumed consent, under a strict duty of confidentiality.

The Company will hold any personal data for the duration of your employment and a minimum of 6 years upon leaving the Company. The exact periods which data needs to be held after employment has ceased depends on the information held.

Personal Data collected:

- Name (and maiden names);
- Gender (as required by law to report to HMRC);
- Date of Birth;



- National Insurance (NI) number (used during payroll);
- Marital status (used by HMRC to check the validity of NI numbers during payroll processing);
- Tax code;
- Home address;
- Phone numbers;
- Email address;
- Passport information – or other documentation to prove right to the work in the UK;
- Bank account (and, if applicable, pension account) details;
- Driving licence (and any endorsements) and vehicle details;
- Education and qualifications;
- Work experience;
- Employment history with the Company;
- Terms of Employment;
- Professional membership details;
- Training information;
- Next of kin / emergency contact details;
- Medical information (and medical and sickness records, if applicable) - to establish an employee's fitness to do particular work, to comply with health and safety obligations;
- Accident, injury and dangerous occurrence records; and
- Photos for use on the Company's website and in marketing material.

How data is collected: Application forms, payroll forms and other forms completed upon commencement of employment, correspondence produced in internal meetings and reviews, references from previous employment. Periodic updates of information will be recorded.

If you have any concerns how your data is held or used, please contact the Office Manager (alyson@crestwoodenvironmental.co.uk).

You can make a request at any point to access, amend, delete, stop / object to processing your personal data.

A handwritten signature in blue ink, appearing to read 'Karl Jones'.

Karl Jones
Managing Director

(9 February 2023 - CEL Privacy Policy + GDPR Compliance 2023 - Issue 1)