

DATA PROTECTION POLICY

General Statement

COOMBES need to collect and use certain types of personal information about the people we deal with, such as current, past and prospective employees, suppliers, clients/customers, and others with whom we communicate.

In addition, we may occasionally be required by law to collect and use certain types of personal information in order to comply with the requirements of government departments and agencies.

Under the Data Protection Act 1998 and as a result of the new Data Protection Regulations (GDPR – General Data Protection Regulations) introduced in May 2018, all organisations which handle sensitive personal information must comply with a number of important principles regarding the privacy and disclosure of this information. We recognise that to maintain our reputation and integrity as an open and professional organisation, we must be fully compliant with this legislation. Therefore, we fully endorse and adhere to the principles of data protection set out in the Data Protection Act 1998 and will:

- fully observe the conditions regarding the fair collection and use of personal information
- meet our legal obligations to specify the purposes for which we use personal information
- only collect and process the personal information needed to carry out our business or to comply with any legal requirements
- ensure that the personal information we use is as accurate as possible
- ensure that we don't hold personal information any longer than is necessary
- ensure that people know about their rights to see the personal information we hold about them
- take appropriate technical and organisational security measures to safeguard personal information; and
- ensure that personal information is not transferred without suitable safeguards.
- COOMBES is certified and will maintain Cyber Essentials Plus complying with IT data security.

The Office Manager has specific responsibility for data protection within the COOMBES. We regularly review and audit how we handle personal information.

Individuals have the right to request a copy of the personal information that we hold about them giving a minimum of 7 days' notice.

Signed on behalf of Coombes Forestry Limited

A handwritten signature in black ink, appearing to read 'Shane Coombes', written in a cursive style.

Managing Director – Shane Coombes

June 2021