

ENVIRONMENTAL VISAGE LIMITED

PRIVACY NOTICE

When you contact us or visit our website, data is exchanged and you trust us with that information. Environmental Visage Limited (Envisage) takes data protection very seriously, and so this Privacy Notice is designed to tell our stakeholders what they can expect us to do with their personal information when they make contact with us or use one of our services.

We do not gather data on individuals unless this is required in order to fulfill our roles and responsibilities. For example, we hold staffing records, and data on clients and other contacts. However, this data is only held where it is necessary or helps us to fulfill our role as an employer or service provider.

As the definition of personal information includes contact details such as e-mail addresses and telephone numbers, it is important to note that we only use such data for legitimate purposes, for example for contacting our clients, or returning contact from enquiries. We do not use third-party sources such as marketing databases to obtain quantities of contact or personal information, and we do not pass personal information on without prior approval from the individual.

Our contact details are:

Environmental Visage Limited

Stroud House, Russell Street, Stroud, Gloucestershire, GL5 3AN.

Telephone: 01453 752731 or E-mail Enquiries@En-Visage.co.uk.

Our website address is: www.En-Visage.co.uk

As you might expect, we have a Data Protection Officer, and you can contact them by writing either to our office address or E-mail address above, or by giving us a call and asking to speak with them. Should you wish to understand what data we hold on you, please just contact our Data Protection Officer who will be happy to help.

You have the right to find out if we are using or storing your personal information. This is called your right of access, and you can exercise this right by asking us for a copy of the data that we hold on you.

You can also ask us to correct errors in the data that we hold on you, known as your right to rectification, and we would be grateful to you for informing us of any such mistakes.

And of course, you can ask us to delete the data we hold on you and, in some circumstances, we must then do so. This is your right to erasure, and we will always aim to comply, unless we are legally obliged to retain the information in question.

We will not retain your data for longer than necessary for the purposes set out in this Notice. Different retention periods apply for different types of data, however the longest we will normally hold any personal data for, is 6 years.

When we collect personal information about you, we will inform you. If, through the course of our business, we obtain data on you from a source other than yourself, we will provide you with a copy of this Privacy Notice within a reasonable timeframe of our obtaining the data (within one month), or when our first communication with you takes place if sooner, or if we plan to disclose the data to a third-party.

Environmental Visage Limited is aware of its obligations under the General Data Protection Regulation (EU) 2016/679, and will review this Privacy Notice at least annually, updating it as required.

Should you be dissatisfied with our handling of your data, we would welcome your feedback. However of course, you also have the right to lodge a complaint with the Information Commissioner's Office. Further information, including contact details, is available at <https://ico.org.uk>

July 2021.

Review due no later than July 2022.