



enims Ltd take your privacy seriously and because of this we make the following commitments to you:

1. We will keep your details confidential, safe and secure.
2. We will never sell or release your data to any third parties unless you pre-agree to this
3. We will provide all our staff with training to ensure that they are fully up to date on Data Protection and GDPR.
4. Only those who need to have access to your information for contractual or project related will be given access.

We collect and retain personal data relevant to our business relating to environmental consultancy and landscape planning and management. We use this data for purposes relevant to our business. The below table shows how types of data you supply will be used within the organisation.

The data we may hold about you	How we use this data
Your name	To provide you with tailored and relevant services
Your company details	To provide you with tailored and relevant services
Your email address	To provide you with tailored and relevant services ensuring it's relevant, to discuss current and future projects and to ensure liaison for any relevant events
Your location	To provide you with tailored and relevant services
Your job title	To provide you with tailored and relevant services
Your Phone number(s)	To contact you regarding any relevant services

We will, when required, obtain data from you, which may include personal data to allow us to provide our services to you and to offer any future services we think you maybe interested in.

Your rights

- Under the General Data Protection Regulation (GDPR) and The Data Protection Act 2018 (DPA) you have rights regarding your personal data.
- You have the right to request from us access to and rectification or erasure of your personal data, the right to restrict processing, object to processing as well as in certain circumstances the right to data portability.
- You have the right to request a copy of your personal data which the company holds about you.
- If you have provided consent for the processing of your data you have the right (in certain circumstances) to withdraw that consent at any time which will not affect the lawfulness of the processing before your consent was withdrawn.
- You have the right to complain to the Information Commissioners' Office (ICO) if you believe that we have not complied with the requirements of the GDPR or DPA 2018 regarding your personal data. You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.
- If you have any concerns as to how your data is controlled or processed you can contact our Data protection officer: call us on 0845 6440196 and ask to speak to our Data Protection Officer

Data Security

All data usage with enims is controlled by our data protection officer who oversees how data is stored, who has access to that information and that all data is stored securely.

Your personal data will be treated as strictly confidential and will be shared only within enims and relevant clients for business purposes. We will only share your data with third parties outside of the company with your prior consent.

We hold all of the data we have about you and your projects on a central system. This allows for storage of the information in a robust and affective way. We do for the purpose of conducting our business use external organisations, which may mean that your data is processed by them also. You have the right to know if this affects you and your personal data and you can do this by requesting from enims if your data is handled by any external organisations. However, in most instances this is by organisations that manage our email, website, centralised storage systems. Whenever we use organisations such as those stated, we will ensure that they have robust privacy policies on entering a contract with them to ensure your data security.

How we collect data:

Most data obtained will be directly requested from us but we may also obtain data from internal sources or from other colleagues within your organisation.

Internal data

We may ask for personal data during the recruitment process and will only hold this data for recruitment purposes, this data will be kept on record for up to 2 years following any recruitment activities. Employee data relating to the categories listed above and relevant skills and competency information will be kept for the duration of the employment contract and retained for as long as deemed necessary but no less than 6 years after employment ends.

Using our Website

We use a third party service, Google Analytics, to collect internet log in information, which includes visitors to our website (www.enims.co.uk), which includes visitor numbers and behaviours on our website. The information is processed in a way that it is not able to identify individuals. We do not attempt to find out the identity of the individuals accessing our website.

However if using the 'contact us' page on our website, this will provide us with information which will identify you. Therefore, by contacting enims in this way, you are providing consent for us to have your personal details. If you use our website to use the "contact us" provision to send us a message, we will request that you provide your name, email address and possibly a contact number. We will also request a message from you. This is processed through Wix as detailed below for the purpose of enims being able to access our website and the messages. This will then be directly handled by enims Ltd and will be shared with the appropriate member of the enims team. This will be kept as secure data and will not be disclosed outside of enims. We will keep this data for up to 6 years unless otherwise requested (by you) or if further action is required from this contact through our website.

Our website is hosted by Wix and as a platform Wix maybe required to process data for the purpose of providing our website to us. They are however not permitted under any circumstance to disclose this information beyond enims Ltd. Wix have provided confirmation that they abide by and follow the Data Protection Act 2018.

Changes to our privacy policy

We keep our privacy policy under regular review and we will place any updates on this web page. This privacy policy was last updated on 25th March 2021

Upon release of this policy it is assumed all parties whom data we already possess are happy for us to continue using personal data relating to them, all relevant parties have been informed of this policy and are aware of their right to have their data removed. If you wish for us to remove your data please contact our Data protection officer: call us on 0845 6440196

P. Satchell

Signed: Pete Satchell – Managing Director

Dated: 25th March 2021