



Data Protection Policy

Company Contact Details;

Jack Cotterill Tree Services Ltd
Units 8-9 Hanbury Wharf, Hanbury Road, Droitwich Spa, WR9 7DU
Telephone 01905 671600

Confidentiality

All personal and customer information is retained and held confidentially in line with General Data Protection Regulation.

Data Protection

The type of information we retain;
We currently collect and retain the following information;

- . Name and address
- . Contact details for Customer
- . Contact details for Employees / Contractors
- . Works required
- . Payment / Account details

Employee information such as address, contact number, email address, National Insurance Number, Emergency Contact/Next of Kin, copies of professional qualifications and training records are retained in order to keep HR files up to date, including Right To Work documentation, as well as bank details for salary payments to be made.

Customer information such as address, contact number, email address, name of contact, works address(s), business address or main contact address are stored to maintain order and works history and to create Risk Assessments and invoices.

Privacy Policy

We utilise the information above in order to ensure the service we offer is tailored and suitable for individual needs and desired outcomes.

We may use customer information to send newsletters, information about events, services or handy tips and also information as discussed between ourselves.

Your information is securely stored throughout the time we offer services to you or employ you and for a further two years after our professional relationship ends or employment ends. After this time we will delete your details from our secure database and any paper documentation will be shredded and disposed of safely and securely.

We will not request or store any of your passwords.

You have the right to request to see your personal information.

You have the right to ask us to rectify any information held.

You have the right to ask us to restrict the processing of your personal information.

You are not required to pay any charge for exercising your rights. Should you make a request, we have a maximum of one month to respond to you however will endeavour to respond within four working days.

Please contact us at admin@jctreeservices.co.uk in order to make a request.

If you have any concerns about the use of your personal information you can make a complaint to us at admin@jctreeservices.co.uk or 01905 671600.

This policy is available at Jack Cotterill Tree Services Ltd, Unit 8-9 Hanbury Wharf, Hanbury Road, Droitwich, WR9 7DU.

Signed: _____



Date: _____

1-11-23.