



## **General Data Protection Policy (GDPR)**

Holmes Tree Services are committed to complying with the General Data Protection Regulation (2018) and will only collect personal information that is required to complete our work, from employees, clients and suppliers alike and includes:

- Name
- Address
- Telephone number
- Email address
- Bank details (employees only)

Inline with GDPR we aim to follow 8 principles that ensure your information is:

1. Used transparently, fairly and lawfully
2. Used for specific reasons
3. Is relevant and purposeful
4. Is accurate and kept up to date
5. Is kept for no longer than required
6. Is handled efficiently and securely to protect against any unlawful access.

Holmes Tree Services store all data kept from clients safely on the company's computer which is password protected and accessed only by the directors Robert and Kirsty Holmes. We aim to keep this information for as long as required and will protect it against any unlawful use, change, damage, loss or theft and will share this only on a need to know basis.

In the event that Holmes Tree Services identify any unlawful access we will inform all those whose data has been compromised as well as the commissioners office within 72 hours of the data breach.

Should you wish to know what information we hold against you and how this is stored, or believe that your data has been handled incorrectly or stored insecurely you should contact us in writing to:



