

Privacy Notice - Private Supplier

As part of our operational procedures relating to our daily business, we collect and process personal information ('data') relating to private suppliers ('the data subject'). Personal data is any information that can be used to identify a living person. We are committed to being transparent about how we collect and use that personal data and to meeting the General Data Protection Regulation (GDPR) obligations.

Eastland Foresters Ltd is a limited company registered in Scotland (Registration No 333768) having our registered office at 26 Bingham Crescent, Milltimber, Aberdeen, AB13 OHP, Tel: 01224 734372 and Email: info@eastlandforesters.co.uk.

For the purposes of the Data Protection Act 2018 (the 'DPA') and the GDPR, 'the data controller' is Eastland Foresters Ltd. This means we decide how your personal data is processed and for what purposes.

If you have any questions about data protection matters, please contact one of our Directors at our office at 10 Polston Road, Maryculter, Aberdeen, AB12 5GY.

The information we collect about you

We may collect a range of information about you as a private supplier. This may include:

- Your name, address, email address and telephone numbers
- Details of insurance policies, driving licence and other relevant licences or certificates
- Your bank details.

Personal data will be stored in a range of different places, including on our electronic and paper records of the service you provide, on records of our invoices, in documents such as maintenance schedules, schedules of work, licensing applications, and on other IT systems (including email and accounts systems).

How we get the information and why we need it

We may collect this information in a variety of ways including:

- From you verbally, by telephone or face to face
- From you in writing, by letter, email or text message
- From invoices you submit for services rendered and/or goods supplied to us.

We may need to process your personal data during assessment of your proposal or quotation for services and/or goods to be supplied. We will also need to process your personal data when entering into a contract with you for the supply of your services and/or goods.

We have a legitimate interest in processing personal data, both during the period you are supplying your services and/or goods to us, and thereafter during yours and Eastland Foresters' contracted periods of liability (whichever is the longer).

Processing your personal data allows us to manage the supply of your services and/or goods.

What we do with the information

Your information may be shared internally for:

- Managing the various projects for which you may have provided services
- Recording of any goods you may have supplied
- Making payments for those services and/or goods provided.

The information may be shared with Eastland Foresters Directors, members of the forestry team and office staff, so far as access to the data is necessary for the performance of their roles.

We may share your personal data with third parties for the following reasons:

- Payment and accounting purposes
- If the works related to any services you provide to us necessitate this (for example, providing your contact details to clients, or providing details to our professional indemnity insurers).

How we store your information

Your information is securely stored electronically on our IT system, in records of your invoices, on staff mobile phones only where required for operational reasons, and in filing systems in our secure office. We take the security of your data seriously, and have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

It is our intention, wherever possible, to use and store your personal data in the UK and to avoid transferring it outside of the European Economic Area (EEA).

Eastland Foresters will only keep your personal data for as long as we need to in order to fulfil the purposes for which it was collected, for as long as we are required to keep it by law or regulatory requirements (for example, for accounting purposes), and as set out in this privacy notice during our contracted period of liability.

In general, we will retain data for 7 years after our last contact with the data subject.

When we no longer require your data, we will delete it from our computer systems and dispose of paper records securely.

Automated decision making does not form any part of the process that we will employ in the fulfillment of the contract that we have with you to provide services and/or goods to us.

Your data protection rights

Under data protection law, you have rights including:

Your right of access:	<i>You have the right to ask us for copies of your personal information.</i>
Your right to rectification:	<i>You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.</i>
Your right to erasure:	<i>You have the right to ask us to erase your personal information in certain circumstances.</i>
Your right to restriction of processing:	<i>You have the right to ask us to restrict the processing of your information in certain circumstances.</i>
Your right to object to processing:	<i>You have the right to object to the processing of your personal data in certain circumstances.</i>

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you. Please contact us at Eastland Foresters Ltd, 10 Polston Road, Maryculter, Aberdeen, AB12 5GY, if you wish to make a request.

You are under no statutory or contractual obligation to provide data to Eastland Foresters during the provision of your services and/or goods. However, if you do not provide the information, we may not be able to enter into or maintain a contract with you.

How to make a complaint

If you have any complaint about how we have used your data, please contact us by email or letter.

You can also complain to the ICO if you are unhappy with how we have used your data. The ICO’s address is:

Information Commissioner’s Office
Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Helpline number: 0303 123 1113