

## **KCP ENVIRONMENTAL SERVICES LTD**

### **PRIVACY POLICY**

KCP Environmental Services Ltd., takes great care to preserve your privacy and safeguard any personal details you share with us. This policy explains how we collect and use your personal information. By using our website or providing us with your personal information you are agreeing to this policy.

#### **About Us**

In this Privacy Policy, references to ‘we’ or ‘us’ are to KCP Environmental Services Limited, a company incorporated in Scotland. Our registered office is, 1 Connelwood House, Boig Road, New Cumnock, KA18 4QE, and will be the controller of any personal data as described in this Privacy Policy. Contact us by post at Benston Smithy, Cumnock, KA18 4QA or by email at info@kcpltd.net

#### **How do we collect information?**

We collect information about you and your organisation when you request a quotation, or information about any of our services, this can be online, by phone or in writing. We may have met at an Event when a business card was given or taken having identified a mutually beneficial work connection. In addition to the information provided to us directly, we may be given your name, job title and telephone number by a third party as someone who may be able to assist us in the completion of a job.

#### **What Information do we collect?**

We may ask you to provide your name, job title, work address, email address and contact telephone number when you interact with us. When you visit our website we may collect your IP address, how long you spend on the website and how you came to our website – i.e. through a link in an email or a search engine.

#### **How do we use your information?**

To provide you with information, products or services that you have requested from us or that we may feel may be of interest to you where you have consented to being contacted. To provide you with information about our work related activities where you have consented to receive communications from us. You may choose at any time to stop receiving this communication. To invite you to give us feedback on any services we have provided so we can tailor and improve our services appropriately.

#### **Sharing of Information**

KCP Environmental Services Limited do not share or sell any of the information for the purposes of marketing. We may disclose your information, with your consent, to a supplier or customer who may be interested in the services your company can provide. We use an electronic database hosted by a third party and maintained by us.

## **How do we store and hold your information?**

All information is held on our secure server or on our electronic database. Any information we email you will include an 'unsubscribe' facility.

## **Job applicants, current and former employees.**

If you apply to work with us, we will only use the information you provide to process your application. If we require a reference from someone outside KCP Environmental Services Limited we will advise you beforehand. If you are unsuccessful in your job application, we will hold your personal information for a maximum of 30 months after which we will destroy or delete your information. If you begin employment with us we will put together a file about your employment. The information is kept secure and will only be used for matters that relate directly to your employment. Once you stop working for us we will keep this file according to our record retention records. You can contact us for further information.

## **Your rights and accessing your personal information**

You have the right to access, correct, restrict and sometimes delete the information we use. You have the right to object to how we process your information and the right to complain to us and to the data protection regulator. Contact us by post at Benston Smithy, Cumnock, KA18 4QA or by email at [info@kcpltd.net](mailto:info@kcpltd.net)

The Directors and Managers of KCP ENVIRONMENTAL SERVICES LTD are committed to this policy.



**Wendy Pring, Managing Director – January 2019**