

Privacy Notice

General Data Protection Regulations (GDPR) & Data Protection Act (DPA) 2018

Due to the new General Data Protection Regulations (GDPR) which take effect from 25 May 2018, we are required to inform you of what data we hold and how this data is handled and stored.

Who we are

Nigel Earley Services Ltd is a tree surgery company undertaking tree work and related tasks eg. hedge cutting, clearance works.

Data we hold

For the purpose of our relationship with you we may hold the following data

- Name
- Address
- Contact number/email
- Enquiries you have made about our services
- Details of services supplied to you/trading history
- Bank details if you are a supplier, contractor or employee
- Details necessary for running of payroll in respect of employees

How we have obtained your data

- Data supplied by you in the form of enquiries about our services – verbally, in writing or electronically
- Supplied to us via a third party such as a letting agent if you are in a tenanted property
- Data given on invoices etc if you are a supplier or contractor
- Supplied by other organisations (HMRC)/previous employer if you are an employee

How we use your data

- Data is used by us to contact customers for the purposes of offering quotations and services following enquiries, and for invoicing upon completion of contracts of work
- Data is only passed to third parties where required by law or to fulfil a contract with yourself eg. I W Council Planning to obtain permissions on protected trees, external contractors at customers request (stump grinding/fencing)
- Data is used for the purposes of payment of invoices/salaries in the case of suppliers, contractors and employees
- Employee data may be passed to HMRC or workplace pension provider as required to comply with regulations

Storage/Retention of data

- We will only store/retain your personal data for as long as is necessary by law to fulfil our obligations to bodies such as HMRC etc or for a period of six months in the case of quotations given
- Data is stored in the form of both paper records and on our in-house computer system which is password protected
- You have a right to request information regarding the data we hold about you at any time

Queries regarding data held

All queries in regard to data held should be made to

niglearleyservicesltd@gmail.com