

## **WRITTEN POLICY ON DATA PROTECTION & GDPR**

Red Kite Network Limited is a Registered Practice with the Landscape Institute and the Institute of Ecology and Environmental Management. As such we are governed by their codes of practices in relation to legal, ethical and social responsibilities. This policy relates to the collection and storage of information in accordance with the General Data Protection Regulations 2018 and we apply the following principles to our business.

1. The data subject has given consent
2. Holding data is necessary for performance of a contract
3. Holding data is necessary for compliance with a legal obligation (eg holding copy invoices for tax purposes)
4. Holding data necessary to protect the vital interests of the data subject
5. Holding data is necessary for a task to be carried out in the public interest
6. Data is necessary for the purpose of legitimate interests.

At Red Kite Network we respect privacy and are committed to protecting personal data. This policy will explain how we look after personal data and rights.

### **What personal data do we collect?**

We only collect data provided to us by completing our website contact form or emailing or phoning us directly. We only collect the data we need such as name, address, phone number or email address.

### **Use of your data**

We will only use data to respond to enquiries with us and to fulfil any service chosen to be purchased from us, and to invoice for those services.

All data is stored on secure servers.

Should a project require us to work with one of our partner companies, such as our specialist tree surveyor, we may need to share contact details but we will only do this with your consent.

We will never sell your personal data.

### **Use of cookies**

We may also gather information about computers to provide statistical information regarding the use of our website. Such information will not identify you personally; it is statistical data about our visitors and their use of our site. This statistical data does not identify any personal details whatsoever. We gather information about use of our website by using a cookie file. Where used, these cookies are downloaded to computers automatically. They help us to improve our website and the service we provide.

All computers have the ability to decline cookies. This can be done by activating the setting on your browser which enables you to decline cookies. Please note that if chosen to decline cookies, parts of our website may not be accessible.

## Access to and Control Over Information

People can do the following at any time by contacting us via the email address or phone number given on our website.

- See what data we have about people, if any.
- Change/correct any data we have about people.
- Have us delete any data we have about people.
- Express any concern that people have about our use of personal data.

Signed for and on behalf of RED KITE NETWORK LIMITED



**Nathaniel Healy, Director**

Date of issue: February 2018

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