

Privacy Notice

Company

D&M Environmental Services Ltd gather and process your personal information in accordance with this privacy notice and in compliance with the relevant data protection Regulation and law. This notice provides you with the necessary information regarding your rights and obligations, and explains how, why and when we collect and process your personal data.

D&M Environmental Services Ltd.'s registered office is at Labbadish, Letterkenny, Co. Donegal. We are registered on the Data Protection Commissioner's register of Data Controllers under registration number B48197. Our designated Data Protection Champion for the organization is Lavinia Caulderbanks, and we can be contacted at Labbadish, Letterkenny, Co. Donegal and the contact number is 074 91 57189.

Information Collected

D&M Environmental Services Ltd processes your personal information to meet our legal, statutory and contractual obligations and to provide you with our products and services. We will never collect any unnecessary personal data from you and do not process your information in any way, other than already specified in this notice.

The personal data that we collect from is: -

- Name
- Home Address
- Personal Email
- Business Email
- Home Telephone Number
- Work Telephone Number
- Mobile Telephone Number

We collect information in the below ways: -

- Online via our Website
- Registration via telephone

Use Your Personal Data (Legal Basis for Processing)

D&M Environmental Services Ltd takes your privacy very seriously and will never disclosure, share your data without your consent, unless required to do so by law. We only retain your data for as long

as is necessary and for the purposes specified in this notice. Where you have consented to us providing you with promotional offers and marketing, you are free to withdraw consent at any time.

The purposes and reason for processing your personal data are detailed below: -

- We collect your personal data to provide a service and to ensure that orders and collections are completed and can be sent out to or collected from your preferred address.
- We collect and store your personal data as part of our legal obligation for business accounting and tax purposes

Your Rights

You have the right to access any personal information that D&M Environmental Services Ltd processes about you and to request information about: • What personal data we hold about you

- The purposes of the processing
- The categories of personal data concerned
- The recipients to whom the personal data has/will be disclosed
- How long we intend to store your personal data for
- If we did not collect the data directly from you, information about the source

If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will strive to update/correct it as quickly as possible; unless there is a valid reason for not doing so, at which point you will be notified.

You also have the right to request erasure of your personal data or to restrict processing in accordance with data protection laws, as well as to object to any direct marketing from us and to be informed about any automated decision-making that we use.

If we receive a request from you to exercise any of the above rights, we may ask you to verify your identity before acting on the relevant request; this is to ensure that your data is protected and kept secure.

Sharing and Disclosing Your Personal Information

We do not share or disclosure any of your personal information without your consent, other than for the purposes specified in this notice or where there is a legal requirement. We share your personal data with the following categorie:

- Accountancy

For tax purposes, we share your personal data with our accountant. This includes sharing invoices with your details for the purpose of completing our end of year accounts. Our accountant is in Ireland.

Safeguarding Measures

D&M Environmental Services Ltd takes your privacy seriously and we take every reasonable measure and precaution to protect and secure your personal data. We work hard to protect you and your information from unauthorised access, alteration, disclosure or destruction and have several layers of security measures in place, including: -

- Encryptions
- Restriction
- IT
- Authentication

Consequences of Not Providing Your Data

You are not obligated to provide your personal information to D&M Environmental Services Ltd, however, as this information is required for us to provide you with our services /deliver your products, we will not be able to offer some/all our products or services without it.

How Long We Keep Your Data

D&M Environmental Services Ltd retains your personal data for as long as necessary to provide you with our services as our client. D&M Environmental Services Ltd are required under tax laws to keep your personal data for a minimum of 6 years, Accounting records for a period of 6 years after the end of the financial year and Health and Safety records will be retained for 10 years.

Lodging A Complaint

D&M Environmental Services Ltd only processes your personal information in compliance with this privacy notice and in accordance with the relevant data protection laws. If, however you wish to raise a complaint regarding the processing of your personal data or are unsatisfied with how we have handled your information, you have the right to lodge a complaint with the supervisory authority.

D&M Environmental Services Ltd
Lavinia Caulderbanks
Labbadish
Letterkenny
Co. Donegal
074 91 57189
info@dmwaste

Data Protection Commissioner, Canal House, Station Road, Portarlinton, Co. Laois, Ireland
R32 AP23
+353(0) 57 8684800
info@dataprotection.ie

Changes to our privacy notice

D&M Environmental Services Ltd may change this notice from time to time. All changes will be posted and updated here. We will notify you directly by email (if we hold one for you) if any significant changes occur. We advise you to check back here frequently to review the most current version of this notice.

This Statement was last updated on 19/03/2018.