

## **Summit Safety and Environmental Limited Privacy Policy**

### **Our contact details**

Name: Summit Safety and Environmental Limited

Address: 83 Melody Drive, Sileby, Loughborough, Leicestershire, LE12 7UU

Phone Number: 01509 606007

E-mail: [info@summit-ehs.com](mailto:info@summit-ehs.com)

Website: <https://www.summit-ehs.com>

### **The type of personal information we collect**

We do not currently collect and process information containing personal identifiers other than your email address should you contact us via the website. We collect:

- Anonymised data to show us how our site is performing, and
- Your name, telephone number and email address should you contact us via the website.

### **How we get the personal information and why we have it**

The personal information we process is provided to us directly by you from the contact form or in any subsequent email exchange between us.

We may also receive personal information, directly from you or indirectly, should you engage us to deliver our services.

We use the information that you have given us to make contact and provide information that you request. If you engage us, we will use your information to deliver our services.

We may share this information with our associate consultants or other members of any project team, workgroup or similar, where it is necessary to allow us to provide our services.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- (1) Your consent (given when you submitted the contact form). You can withdraw your consent at any time by contacting [info@summit-ehs.com](mailto:info@summit-ehs.com) or calling 01509 606007.

### **How we store your personal information**

Your information is securely stored in our client contacts spreadsheet on our local area network, and in telephone or computer contacts applications.

We keep the data provided from our website contact form, together with any further information provided during performance of our services for two years after an

enquiry or after the end of a contract. After this period it will be deleted from the devices described above and from any backups.

### **Your data protection rights**

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

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 [info@summit-ehs.com](mailto:info@summit-ehs.com) or by calling 01509 606007 if you wish to make a request or to complain. You may also write to us using our contact details given above. Our data Protection Officer is Mark Tissington.

### **Complaints to the Information Commissioner's Office (ICO)**

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF



Helpline number: 0303 123 1113.

ICO website: <https://www.ico.org.uk>