

DATA PRIVACY NOTICE – Olive Tree Building Services Limited (The Company)

Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation 2016/679 (the "GDPR").

Who are we?

Imogen Fairweather (Office Coordinator, Olive Tree Building Services Limited) is the data controller (01892 534168 / 07879 477896). This means the company decides how your personal data is processed and for what purposes.

How do we process your personal data?

Imogen Fairweather complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To operate the Olive Tree Building Company Limited's website and deliver the services that individuals have requested.
- To inform individuals of news, events, activities or services on an ad hoc or regular basis
- To contact individuals via surveys to conduct research about their opinions of current services or of potential new services that may be offered.

Please note that these lists are not exhaustive and we may process personal data for other purposes, which will need to be recorded.

What is the legal basis for processing your personal data?

These fall under either article 6 or article 9 – dealt with separately below.

Article 6 processing (*Green: likely / Orange: Possible / Red: unlikely*)

[Consent of the data subject \(link to consent form to be provided\)](#)

Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract

Processing is necessary for compliance with a legal obligation

Processing is necessary to protect the vital interests of a data subject or another person

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller;

Processing is necessary for the legitimate interests of the data controller or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject.

If we process special category personal data (i.e. sensitive personal data), as well as satisfying one of the processing conditions set out in Article 6 (above), we will also satisfy one of the processing conditions set out in Article 9 (below).

Article 9 Processing

[Explicit consent of the data subject](#) [link to "Consent Form" as above]

Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;

Processing is necessary to protect the vital interests of a data subject or another individual where the data subject is physically or legally incapable of giving consent;

Processing relates to personal data manifestly made public by the data subject

Processing is necessary for the establishment, exercise or defence of legal claims or where courts are acting in their judicial capacity;

Processing is necessary for reasons of substantial public interest on the basis of EU or Member State law;

Sharing your personal data

Your personal data will be treated as strictly confidential, and will be shared only with Imogen Fairweather. We will only share your data with third parties outside of the company with your consent.

How long do we keep your personal data?

We keep your personal data for no longer than reasonably necessary and we only retain your data for the following purposes and use the following criteria to determine how long to retain your personal data;

in case of any legal claims/complaints and for safeguarding purposes.

Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which the Office Coordinator of Olive Tree Building Services Limited holds about you;
- The right to request that the *data controller* corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the *data controller* to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability)
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable)

- The right to lodge a complaint with the Information Commissioners Office.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact Imogen Fairweather, Office Coordinator, at the address below:

Office@olivetreebuild.com

Tel: 01892 534168

Mobile: 07879 477896