

The logo for Moundsmere Estate Management is displayed within a dark green rectangular box. The text "Moundsmere" is written in a large, white, serif font, with a thin white horizontal line underneath it. Below this line, the words "Estate Management" are written in a smaller, white, serif font. A thin, light green horizontal line is positioned at the bottom of the dark green box.

## Moundsmere Estate Management

### **GDPR Privacy Statement for Contractors of Moundsmere Estate Management Ltd**

As a business providing farm and estate management and property letting and management services it is necessary for us to hold and retain personal information for contractors to carry out services for us and on behalf of our clients.

We may hold names, addresses, date of births, phone numbers, email addresses, bank account & insurance details and other information as necessary.

Under the GDPR the lawful bases for this information being held are:

**Contract:** managing the information we need to retain to do business with you. These may include contact details, insurance details, trade references and financial information such as bank details

**Legal Obligation:** storing copies of your information to comply with the requirements of statutory bodies.

We will only hold contractors' data for as long as it is required or we are legally obliged to do so. We will hold your records on file for no more than 5 years after your last work with us ended except for records we are legally required to keep for longer. Out of date files are shredded in our office or disposed of by a reputable document disposal company.

If you would like to see our full GDPR policy and/or require more information on how we process and store your details please contact our Data Protection Officer: Clive Hancock [cgh@moundsmere.co.uk](mailto:cgh@moundsmere.co.uk)

The Information Commission's Office (ICO) registration reference for Moundsmere Estate Management is ZA381376. For more information about the GDPR and your rights please refer to the ICO's website [www.ico.org.uk](http://www.ico.org.uk). Under the GDPR you have a right to lodge a complaint with the ICO.

Under the rules of the GDPR there are lawful bases for processing your data meaning that you will not have to opt-in to the communications you currently receive from us and the personal data we hold. By trading with Moundsmere Estate Management Ltd you demonstrate a contract with us therefore we will continue to hold your data as we have previously.

It is your right under the General Data Protection Regulation to withdraw your consent at any time. Should you wish to do so please contact Clive Hancock details above.

Privacy Statement Contractors GDPR May 2022