

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, and "Estate Management" is written below it 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 Clients of Moundsmere Estate Management Ltd**

As a business providing services including farm and estate management and advice and providing bookkeeping services it is necessary for us to hold and retain personal information for our clients and their employees to carry out the services we provide for you.

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:** carrying out the tasks we are obliged to do on your behalf ie daily administration, the processing and payment of invoices, payroll services.

**Legal Obligation:** storing books and records to comply with the requirements of statutory bodies, dealing with government agencies on your behalf.

In addition we may use a third party provider, Mailchimp, for storing your email address only for communicating with you by newsletter, we also use a third party provider, Catalyst2 for our website which uses cookies. These platforms which comply with the GDPR regulations.

We will only hold personal data for as long as it is required or we are legally obliged to do so. Out of date files are shredded in our office or disposed of by a reputable document disposal company.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 being a client of 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.