

LEAPs Privacy Promise

1. Context

LEAP Environmental Ltd (hereafter referred to as LEAP) is committed to fulfilling its legal obligations in respect of personal data under The **Data Protection Act 1998 (the DPA)** and **EU General Data Protection Regulation (GDPR)** which came into force on 25th May 2018.

Individuals for whom we process data include our own employees, subcontractors and clients and extends to those who make project enquires and to job applicants.

LEAP is the Data Controller as defined by the Data Protection Act 1998. The HR Director, Helen Smith is the Data Protection Officer.

2. Our Promise to You

LEAP promises to:

- collect, store and process your personal data only for legitimate contract and legal reasons or with your explicit written consent
- keep your personal data safe and either return it to you or destroy it within a timely fashion when our relationship ends unless there is a legal or contractual requirement to retain it
- not sell your personal data to a third party and will not transfer your personal data to a third party, without your explicit consent, unless there is a legal requirement to do so
- give you access to your personal data within a reasonable time limit and to allow you to update it where necessary or if you wish to.
- impose a duty of confidentiality on all of its staff with access to Personal Data;
- ensure any sub-contractors we engage for the purposes of processing Personal Data are required to meet the requirements of the GDPR and any other standards we have agreed with you.
- notify the relevant authorities and yourself in the event of a privacy breach and provide all necessary assistance to enable relevant mitigation measures to be put in place

3. Contact Details

If you have any questions, or want more details about how we use your personal information, you may contact LEAP at The Atrium, Curtis Road, Dorking, Surrey, RH41XA, tel. 01306 646510 or you may contact LEAP's data protection via the head office contact form.

4. Complaints

If you have a complaint about the way we are processing your data or any aspect of this Privacy Promise, please address your complaint in the first instance to the HR Director. You also have the right to complain to the Information Commissioner's Office if you believe we are processing your personal data without a legitimate reason to do so. The complaints form is available from their website. <https://ico.org.uk/concerns/>



Helen Smith

Data Protection Officer

Date: May 2018