

GENERAL DATA PROTECTION REGULATION POLICY

The privacy policy explains how the Eco-Genics Group collects and uses personal information we collect about you.

In this policy, 'we' and 'our' means the Eco-Genics Group.

Who does the policy apply to?

Companies holding information about living individual's personal information in paper and electronic format.

How and what information do we collect about you?

We collect information about you when you contact us, this may include name, contact information, e-mail address, and other information you provide when you interact with us or make an enquiry through our website.

Information provided to us will be

- fairly and lawfully processed
- processed for specific purposes
- adequate, relevant and not excessive
- accurate and, where necessary, kept up to date
- kept for no longer than necessary
- processed in line with the rights of the individuals
- kept secure
- transferred to no countries outside the European Economic Area unless it is adequately protected

How will we use the information about you?

The Company undertakes to use the Personal Data solely for the purpose of performing its obligations under this policy and to honour contractual obligations. The Company shall not use the Personal Data for any other purpose, such as disclosing the Personal Data to third parties;

Registered Office:

Eco-Genics (Holdings) Ltd Group Company, Dunskenlyrigg Hall, Kirkpatrick Fleming, Lockerbie, DG11 3AU

Head Office: Unit 4, Creca Sawmills, Creca, DG12 6RP

Company Number: 482952

Access to your information and correction requests

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information please e-mail compliance@eco-genics.co.uk or write to our Group Compliance Officer at Unit 3 Creca Sawmill, Creca, Annan, Dumfriesshire, DG12 6RP.

Can you request the information we hold about you?

If a request is made by an individual for the correction, suppression, blocking or deletion of any Personal Data, then within five (5) working days from receipt of a written notice from the individual to whom the information relates, containing the relevant request, the Company shall carry out the request and confirm in writing to the Individual that the request has been carried out.

What will we do if an incident or breach occurs?

- Incidents will be noted and logged
- Breaches will be reported to the ICO within 72 hours
- Individuals affected in high risk will be notified

Security of Personal information

We will use every reasonable effort regarding physical, technical and administrative security measures to protect your Personal Information against unauthorised access. However, since the internet is not a 100% secure environment, we cannot warrant, guarantee, or ensure the security of any information you transmit to us. There is no guarantee that the information may not be accessed, disclosed, altered, or destroyed by a breach of our physical, technical, or administrative safeguards.

It is your responsibility to protect the security of your login information, and we recommend that you use a unique password for our Website that is different from the password you may use on any other website. Please be careful whenever sending Personal Data to us via e-mail. E-mail is generally not a secure means of transferring information. We therefore cannot guarantee that this information will not be lost or used in a fraudulent manner and we encourage the use of e-mail encryption to communicate with us.

Change of Privacy Policy

Our Privacy Policy may change from time to time. We will not reduce your rights under this Privacy Policy without your explicit consent. We will post any Privacy Policy changes on the Website.

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