

# WPA Environmental Privacy Policy

## Introduction

This privacy policy explains how we comply with the GDPR (General Data Protection Regulation), the DPA (Data Protection Act) and the PECR (Privacy and Electronic Communications Regulations). It describes how and when we collect, use, and share information when you contact us, or otherwise use our services. We will update this policy accordingly after the completion of the UK's exit from the European Union.

This Privacy Policy does not apply to the practices of third parties that we do not own or control.

## Section 1 – What Do We Do with Your Information

When you contact us, we collect the personal information you give us such as your name, address and email address.

## Section 2 - Consent

### How do you get my consent?

When you provide us with personal information, we imply that you consent to our collecting it and using it for that specific reason only.

We do not sell any personal information we receive to any third party.

### How do I withdraw my consent?

If after you contact us, you change your mind, you may withdraw your consent for us to contact you, for the continued collection, use or disclosure of your information, at any time, by contacting us at [contact@wpa-environmental.com](mailto:contact@wpa-environmental.com) or mailing us at:

**WPA Consultants Ltd,  
The Shears Building,  
Stone Lane Industrial Estate,  
Stone Lane,  
Wimborne,  
Dorset, BH21 1HD**

**Tel: 01202 973020**

## Section 3 - Information Sharing and Disclosure

Information about our customers is important to our business. We share your personal information for very limited reasons and in limited circumstances, as follows:

- Business transfers. If we sell or merge our business, we may disclose your information as part of that transaction, only to the extent permitted by law.

- Compliance with laws. We may collect, use, retain, and share your information if we have a good faith belief that it is reasonably necessary to: (a) respond to legal process or to government requests; (b) enforce our agreements, terms and policies; (c) prevent, investigate, and address fraud and other illegal activity, security, or technical issues; or (d) protect the rights, property, and safety of our customers, or others.
- If you violate our Terms of Service

#### **Section 4 – Third Party Services**

In general, the third-party providers used by us will only collect, use and disclose your information to the extent necessary to allow them to perform the services they provide to us.

For these providers, we recommend that you read their privacy policies, so you can understand the manner in which your personal information will be handled by these providers.

#### **Section 5 - Links**

Our website may contain links to other websites run by other organisations. This privacy policy applies only to our website, so we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website.

In addition, if you linked to our website from a third-party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third-party site and recommend that you check the policy of that third party site.

#### **Section 6 - Downloads & Media Files**

Any downloadable documents, files or media made available on our website are provided to users at their own risk. While all precautions have been undertaken to ensure only genuine downloads are available users are advised to verify their authenticity using third party anti-virus software or similar applications.

We accept no responsibility for third party downloads and downloads provided by external third-party websites and advise users to verify their authenticity using third party anti-virus software or similar applications.

#### **Section 7 – Security**

To protect your personal information, we take reasonable precautions and follow industry best practices to make sure it is not inappropriately lost, misused, accessed, disclosed, altered or destroyed.

#### **Section 8 – Cookies**

We do not use cookies on our website.

#### **Section 9 - Data Retention**

We retain your personal information for as long as necessary to provide you with our services and as described in our Privacy Policy. However, we may also be required to retain this information to comply with our legal, tax and regulatory obligations, to resolve disputes, and to enforce our agreements. We generally keep your data for 6 years.

## **Section 10 – Changes to the Privacy Policy**

We reserve the right to modify this privacy policy at any time, so please review it frequently. Changes and clarifications will take effect immediately upon their posting on the website. If we make material changes to this policy, we will notify you here that it has been updated, so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we use and/or disclose it.

## **Section 12 - Your Rights, Questions and Contact Information**

If you reside in certain territories, including the EU, you have a number of rights in relation to your personal information. While some of these rights apply generally, certain rights apply only in certain limited cases.

- **Access.** You may have the right to access and receive a copy of the personal information we hold about you by contacting us using the contact information below.
- **Change, restrict, delete.** You may also have rights to change, restrict our use of, or delete your personal information. Apart from in exceptional circumstances (like where we are required to store data for legal reasons) we will generally delete your personal information upon request.
- **Object.** You can object to (i) our processing of some of your information based on our legitimate interests and (ii) receiving marketing messages from us after providing your express consent to receive them. In such cases, we will delete your personal information unless we have compelling and legitimate grounds to continue using that information or if it is needed for legal reasons.
- **Complain.** If you reside in the EU and wish to raise a concern about our use of your information (and without prejudice to any other rights you may have), you have the right to do so with your local data protection authority.

If you would like to: access, correct, amend or delete any personal information we have about you, register a complaint, or simply want more information, contact us by email at [contact@wpa-environmental.com](mailto:contact@wpa-environmental.com) or mailing us at:

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