

## ENERGY SURVEYS GDPR STATEMENT AND PRIVACY NOTICE.

Energy Surveys process personal information to enable us to provide consultancy and advisory services, to promote our services, and to maintain our own accounts and records.

The type of information we process may include,

- \* personal details
- \* business activities of the person whose personal information we are processing
- \* goods and services provided
- \* employment details

We process personal information about our customers, clients, enquirers, suppliers, advisers and other professional experts.

Sometimes we need to share the personal information we process with the individuals themselves and also with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). The following are the types of organisations that we may need to share some of the personal information with for one or more reasons.

- \* business associates and other professional advisers
- \* family, associates and representatives of the person whose personal data we are processing
- \* suppliers and services providers

Information is processed for consultancy and advisory services that are offered. For this reason the information processed may include name, contact details, and the goods and services provided. This information may be about customers and clients, and where necessary may be shared with the data subject themselves, business associates and other professional advisers, and service providers. All information that we hold is held securely for a minimum period of fifteen years to comply with professional indemnity insurance requirements and also HMRC regulation.

It may sometimes be necessary to transfer personal information overseas. When this is needed information is only shared within the European Economic Area (EEA), and any transfers made will be in full compliance with all aspects of the Data Protection Act.