

1. Applied Ecology – Terms & Privacy Policy

Applied Ecology Ltd (“Applied Ecology”, “we”, “our”) is a UK based Private Limited Company registered in England (Registered Number 05447247).

Our registered Office is St John's Innovation Centre, Cowley Road, Cambridge, CB4 0WS

The Applied Ecology website is designed to provide information about the business services we offer and the disciplines we support.

Applied Ecology Ltd does not take any responsibility for damage or loss suffered from the use of information on our website and any visitors reading or using information contained on our website do so entirely at their own risk.

The Terms and Privacy Policy only applies to Applied Ecology Ltd and any dealings or interactions you may have with Applied Ecology Ltd.

If you go to another website from this one you will need to read the Terms and Privacy Policies on that website.

2. Privacy Policy

Applied Ecology Ltd is committed to protecting the privacy of any personal data we receive and hold.

Our privacy policy explains the purpose of Applied Ecology holding personal data, how it is used and stored, and your right to request details of any personal data we may hold on you.

We will only use your personal information in accordance with this privacy policy, and in accordance with UK’s data protection laws and regulations.

This privacy policy applies to Applied Ecology Ltd and The Applied Ecology website at appliedecology@co.uk (the “Website”). This policy covers the collection, processing and other use of personal data under the Data Protection Act 1998 (“DPA”) and the General Data Protection Regulations (“GDPR”).

For the purpose of the DPA and GDPR Applied Ecology Ltd are the data controllers and any enquiry regarding the collection or processing of your data should be addressed to Duncan Painter via info@appliedecology.co.uk

By using the Website you consent to this policy.

3. Personal Data Usage

Applied Ecology is principally a business to business organisation and only retains personal data required to conduct day to day business operations, provide business services, meet our contractual commitments and maintain adequate business records.

We will only collect personal contact data (such as your e-mail address, name, physical address or telephone number) on the Website if it is directly provided to us by you the user, via an email to info@appliedecology.co.uk, or by using the “contact us” form. This personal data has therefore been provided by you with your consent.

For Applied Ecology clients, prospective clients or business contacts this personal information is required to maintain a business relationship. It is typically limited to personal data required to

enable communication such as an email address and telephone number. On occasions this may include a personal address where a client or contact is not located at business premises.

For Applied Ecology employees personal data is the information required to support employment in the UK. This includes personal data to enable management of payroll; conduct staff communication; and retain a complete record of recruitment and employment, including performance information.

You need not provide any personal information requested by us. However, without that information, for example contact details, we may be unable to make our services available to you.

4. Personal Data Security

Applied Ecology personal data is held in a secure and protected environment that adheres with best practice standards of data security.

However, the transmission of information via the Internet or email is not always completely secure. Although we will do our utmost to protect your personal data once in our possession, we cannot guarantee the security of data while you are transmitting it to ourselves or our site; any such transmission is at your own risk.

Once we have received your personal data, we will use the following security features to try to prevent unauthorised access.

Applied Ecology uses Microsoft Office 365 for email and client contact information. Please see Office 365 Trust Centre for information on security, privacy and compliance of this system.

<https://products.office.com/en-gb/business/office-365-trust-center-welcome>

Applied Ecology uses Dropbox Business for the secure storage of project files (which often includes a client point of contact) and employee information. Please see Dropbox Security for information on security, privacy and compliance of this system. www.dropbox.com

5. Data Sharing

Applied Ecology does not sell or provide any personal information to third parties for marketing purposes.

6. Third party links

You might find links to third party websites on our website. These websites should have their own privacy policies, which you should check. We do not accept any responsibility or liability for their policies whatsoever as we have no control over them.

7. Accessing Your Personal Data and Erasing Personal Data

Under the UK Data Protection legislation (<https://www.gov.uk/data-protection>) you have the right to obtain copies of any personal data we retain, and to inform us of any inaccuracy. If you have a request please contact us at the address detailed in section 1 above or via an email at info@appliedecology.co.uk and we will endeavour to respond within 30 days of receipt.

You have the right at any time to request that the personal data we retain is erased. However, without such information, for example contact details, we may be unable to continue our service provision.

Should you have any questions or complaints about your privacy please contact us via info@appliedecology.co.uk.

If a complaint is not resolved by us to your satisfaction, you may complain to the UK's Information Commissioner's Office <https://ico.org.uk/>.

We reserve the right to make changes to this privacy policy from time to time for any reason. We will notify you of such changes by posting an updated version of this policy on our website <http://www.appliedecology.co.uk/>