

# Backwell Wood Estate

Manor Farm, West Town Road, Backwell

BS48 3BE

Estate Office : 01275 792220

We are committed to ensuring that our clients' personal information is protected and never misused. We do not sell client personal data to third parties.

We only collect personal information that you supply to us, or that you authorise us to obtain from a third party, for the purpose of doing business with you. By sharing your personal information with us, and by continuing to use our websites, apps and services, you confirm that you have read and understood the terms of this privacy policy.

In consideration of the enhancement of data protection law arising from GDPR the reader is reminded that Article 5 lists the core principles relating to the processing of personal data. Personal data shall be:

- processed lawfully, fairly and in a transparent manner in relation to the data subject;
- collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes;
- adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- accurate and, where necessary, kept up to date;
- kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which personal data are processed; and

• processed in a manner that ensures appropriate security of the personal data.

Our organisation collects personal data for essential business functions and a register of that information is maintained by the Company Secretary.

This data may be shared with other organisations to the extent necessary;

• to deliver services to our clients, for example; couriers for deliveries, accountants for book-keeping, website hosts for online interface, and

• to meet our legal obligations, for example; dealing with the police and HMRC.

Data is held only for as long as reasonably necessary for the purpose for which it is held. For example:

• Marketing contact details may only be relevant for 12-24 months, but details of those who have opted out may need to be maintained for longer than that (but not used for marketing).

• Personnel files have to be retained for at least 7 years for HMRC purposes, and employee pension files may need to be retained for their whole lifetime and up to 7 years after the death of their spouse or dependents.

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Our data protection policy, register and procedures will be reviewed periodically to ensure their continued validity.

If you have any queries or concerns about your data, please email [dataprotection@backwell-logs.uk](mailto:dataprotection@backwell-logs.uk). Your query will be reviewed and responded to in accordance with the regulations. Fees may be payable depending on the nature of your query, in which case you will be advised.