

# GEOTECHNICAL & ENVIRONMENTAL ASSOCIATES

## Privacy Policy

It is the aim of Geotechnical & Environmental Associates Ltd (GEA) and its affiliates ("GEA" or "GEA Holdings Ltd") that all persons whose personal data is processed by GEA shall at all times be confident that their privacy is respected and that due care is taken regarding his or her personal data.

### 1. General

**1.1** Geotechnical & Environmental Associates Ltd (GEA) (registration number 4585616) is the data controller for the processing carried out by us or on our behalf. This means that we determine the purpose of and means for the processing of your personal data, ie why and how we process the data.

**1.2** GEA will comply with all data protection laws incorporated into UK law that control the collection and use of data relating to individuals ("personal data") as well as with this privacy policy. The purpose of this privacy policy is to set out the principles governing the use of personal data you give to us, or we obtain about you.

**1.3** This privacy policy will be revised regularly and any subsequent changes will be published on our website in this area. This version of the privacy policy was last reviewed during May 2018.

### 2. Data we may collect from you

**2.1** Personal data, including data such as names and addresses which you provide to GEA, may be processed manually as well as by computers.

#### 2.2 Visitors to our website

An IP address is a unique number that makes it possible to identify a user's connection to the Internet and it is automatically provided by your web browser each time you view a website. Any visit to the GEA site may lead to registration of the IP address used for such access. We also use IP addresses to measure the use of the GEA webpages. Such measurement may include monitoring / collecting information about how you use the site, in order to:

- help GEA to improve the site
- personalise your experience by tailoring the content you see
- optimise your user experience
- determine frequency of use

This may also apply in relation to any user accounts you may have with GEA. We may also perform statistical analysis of data collected.

#### 2.3 Use of Cookies

This site may use "cookies," which are small data files stored on your computer or another computer for use with your web browser software. Cookies are used on this site to provide the user with access to functions available on the site such as ordering information material and choice of language. If you would like information about cookies and on how to restrict or block cookies, please visit [www.allaboutcookies.org](http://www.allaboutcookies.org)

By accepting the Terms of Use as well as by accessing and using the website, you consent to the use of the above stated cookies. You may also consent to our use of cookies by the settings you have made in your web browser. If you do not wish to accept our use of cookies, you must then exit this website or disable the function for cookies in your web browser software. Please note that without cookies, the functionality of the site may be impaired.

## 2.4 Other stakeholders

Other stakeholders include job applicants, former employees, clients and third parties, as well as individuals contacting GEA via social media.

Any personal data collected from other stakeholders will be processed in line with this policy, and the purpose it was originally collected for, and held securely. Please see section 3. Examples of personal data held for other stakeholders are:

- Name
- Contact details
- IP address

Individuals who submit an interest in working at GEA will have additional data stored. As per the General Data Protection Regulation (GDPR), data collected must not be kept for longer than it is required. The personal data we collect about other stakeholders will be deleted when no longer required, unless there is a lawful basis to process particular data, or consent has been received to store the data.

## 3. How we use your data

**3.1** Your personal data will only be used for the purposes indicated when you submit the data, or to fulfil our legal obligations, or as detailed (below) under this privacy policy. Should we need to process your data for a new purpose we will contact you prior to the processing activity.

We may use personal information in the following ways:

- to ensure efficiencies and monitor use of our website as per Section 2.2
- to administer any request from you
- to administer any actions needed regarding any agreements with you
- marketing and customer follow-up
- sales/product development, all as determined and applicable by GEA. By submitting personal data, you agree and consent to be bound by the terms outlined in this Privacy Policy and in the Terms of Use.
- to comply with regulatory requirements
- for business analysis

**3.2** Personal data will be securely stored on our servers in the majority of cases. Should there be a need to disclose your data elsewhere we will do so after checking the security measures in place. See Section 4.

**3.3** This privacy notice does not cover any links that may be posted within this site linking to other websites. We encourage you to read the privacy statements on the other websites you visit.

## 4. Disclosure of your data

**4.1** GEA may provide your personal data to third parties such as a partner or distributor of our products in order to fulfil the purpose for which they were collected. The data provided by you might be exported to other parties or business partners located in countries within, or outside of, the European Union and the European Economic Area.

**4.2** Where data needs to be exported outside of GEA, and the European Economic Area, suitable contracts will be drawn up to maintain a level of security equivalent to the GDPR of the data.

## 5. User Submissions

**5.1** GEA may allow you to post information, comments or other material on our site, social media networks or other online service. This is done in order to facilitate the flow of information about GEA and our services.

**5.2** Do not provide us with information about other persons unless you can prove that you have their consent to provide it.

**5.3** Please exercise caution when submitting personal data online. It is your responsibility to maintain the security of your passwords and personal information. Your usage of this website constitutes an acknowledgement and assumption of these risks.

## **6. Your rights**

**6.1** Geotechnical & Environmental Associates Ltd (GEA) strives to be as open and transparent as possible with regard to what personal information we hold on you and how we process that data. If you wish to further understand what data we hold on you, or request personal data be corrected or deleted, you can do so using the contact details below.

**6.2** You have the right to ask us not to process your personal data for marketing purposes. Please see Section 7.

**6.3** You also have the right to submit a complaint to the relevant supervisory authority if you find that your personal data is being processed in violation of applicable data protection legislation.

## **7. How to contact us**

If you have any questions regarding GEA's privacy policy, or wish to contact us regarding access to and correction of your Personal Data, you are welcome to contact us using the contact details below:

**Email:** [gdpr@gea-ltd.co.uk](mailto:gdpr@gea-ltd.co.uk)

**Post:** Compliance Manager  
Geotechnical & Environmental Associates Ltd  
Widbury Barn  
Widbury Hill  
Ware SG12 7QE

Signed



Steve Branch  
Managing Director

Date                    01 May 2018