

## FAIR PROCESSING NOTICE

### 1. Scope

Data is processed by Beaver House Services Ltd to enable them to be able to run a contract and carry out work for a customer or to engage people in employment. This document is kept on our main website and can be made available at any time.

### 2. Responsibilities

Graham Lodge is responsible for ensuring that this notice is brought to the attention of data subjects when Beaver House Services Ltd are collecting/processing their personal data.

All Employees of Beaver House Services Ltd who interact with data subjects are responsible for ensuring that this notice is drawn to the data subject's attention and their consent to the processing of their data is secured.

### 3. Fair Processing Notice

The personal data we collect from you will be used for the following purposes:

Data Ref.	Type of Data	Purpose of Data
Contract Number	Contact and Contract Details	Invoicing Details, Price History, Debt Collection and Payments - In Sage Accounts.
Contract Number	Contact Details	Site Addresses and Contact information required to enable us to carry out the Agreed Contract or Job Work and to send general information about our services and the occasional questionnaire as necessary - In CRM system
Contract Number	Service Records	Record of service carried out including copies of reports sent to Client, pests found, visits completed, pesticides used, Health and Safety considerations and sometimes site plans and information - In CRM system

By consenting to this, you are giving us permission to perform those actions. You may withdraw consent at any time.

### 4. What is Personal Data?

Under the UK General Data Protection Regulation, Personal Data is defined as:

Beaver Pest Control is the trading name of Beaver House Services Ltd  
 Directors: PG Lodge, DA Lodge, JW Pittman, RW Brymer  
 Company Reg. No: 3891773 VAT No: 749182503



*“any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person”.*

## Special Categories of Personal Data

Certain data is classified under the Regulation as “special categories”:

- Racial
- Ethnic origin
- Political Opinions
- Religious Beliefs
- Trade-union membership
- Genetic Data
- Biometric Data
- Health Data
- Data concerning a natural person's sex life
- Sexual orientation
- Other

Consent is required for Beaver House Services Ltd to process both types of personal data, but it must be explicitly given. Where we are asking you for sensitive personal data we will always tell you why and how the information will be used.

## 5. Why does Beaver House Services Ltd need to collect and store personal data?

In order for us to provide you with services, we need to collect personal data for correspondence purposes and/or detailed service provision

In any event, we are committed to ensuring that the information we collect and use is appropriate for this purpose, and does not constitute an invasion of your privacy. We may pass your personal data on to Third Party service providers who are contracted to Beaver House Services Ltd in the course of dealing with you.

Our contractors are obliged to keep your details securely, and use them only to fulfil the service requested. Once your service need has been satisfied or the case has been closed, they will dispose of the details in line with our firm’s procedures. If we wish to pass your sensitive personal data onto a third party we will only do so once we have obtained your consent, unless we are legally required to do

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## 6. How do Beaver House Services Ltd use your information?

Beaver House Services Ltd will process – that means collect, store and use – the information you provide in a manner that is compatible with the UK's General Data Protection Regulation (UK GDPR).

We will endeavor to keep your information accurate and up to date and not keep it for longer than is necessary. In some instances, the law sets the length of time information has to be kept, but in most cases, we will use its discretion to ensure that we do not keep records outside of our normal business requirements.

Our aim is not to be intrusive, and we undertake not to ask irrelevant or unnecessary questions. Moreover, the information you provide will be subject to rigorous measures and procedures to minimise the risk of unauthorised access or disclosure.

***'Explicit consent to marketing use: It is assumed that you have given Beaver House Services Ltd explicit consent to use your personal information for notifying you of any new services and/or products available and we may send an occasional questionnaire. You may withdraw this consent at any time, simply by emailing [graham@beaverpest.co.uk](mailto:graham@beaverpest.co.uk). We will withdraw your name from our marketing lists within three weeks.'***

### Using your personal data

We will only use the information you provide for our own purposes but this could also be for the following reasons:

- Relevant Insurance Companies.
- Debt Collectors.
- Legal Companies and the Courts
- Emergency Services.

Checked 28/02/2023

*P-G Lodge*

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