

Eastern Waste Disposal Ltd

General Privacy Policy

This document outlines how Eastern Waste Disposal Ltd (EWD) uses and protects your personally identifiable information.

EWD is committed to ensuring your privacy is protected. All personally identifiable information will be used in accordance with this privacy policy.

We may change the policy from time to time by updating this document. We recommend everyone regularly checks this page to ensure they are happy with the changes. This policy is effective from 4th May 2018.

What we collect

We may collect the following information:

- ✓ name
- ✓ email address
- ✓ telephone number
- ✓ office location (for billing)
- ✓ site location (for delivery)
- ✓ recording of telephone conversations or storage of emails
- ✓ booking history
- ✓ contact history (for sales rep monitoring)

From this information we acknowledge what service you purchased and derive an understanding of what services may be relevant to you.

What we do with the information we gather

We require, process and store only the minimal amount of information necessary to service you and your company.

Security

Modern technologies and practices are used to ensure the best level of data protection we can provide.

Where reasonable, EWD encrypts data transmitted outside the company network, such as in instances of email communication, to protect your confidentiality, integrity and assure authenticity.

Controlling your personal information

If you have previously agreed to allow EWD to use your personal information for direct marketing purposes, you may change your mind at any time by writing to or emailing EWD at info@ewdmail.co.uk.

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required to do so by law.

You may request details of personal information we hold about you under the Data Protection Act 1998. A small fee may be payable. If you would like a copy of the information held about you, please write to

**FAO: Privacy
Eastern Waste Disposal Ltd
Morses Lane
Brightlingsea
Colchester
Essex
CO7 OSD**

Please write to us or email us if you believe any information we hold about you is incorrect or incomplete.