

## **Eco Pond Ltd – GDPR Compliance**

In order to comply with the General Data Protection Regulation (GDPR) coming into effect on the 25<sup>th</sup> May 2018, Eco Pond Ltd sets out below the way in which customer data is collected, processed and handled.

Eco Pond collects and holds data from two groups of people:

Eco Pond contractors

Customer data

To comply with GDPR regulations Eco Pond will only be collecting personal data that is required and necessary. This data includes, but is not restricted to;

Name  
Address  
Phone Numbers  
Email address

### **Lawful basis for processing:**

Eco Pond has completed a full review to identify under which lawful basis customer data is collected and processed. It has been determined that the following apply:

- (a) Consent – The individual has given clear consent for Eco Pond to process their personal data for a specific purpose.
- (b) Contract – The processing is necessary for the contract Eco Pond has with the individual, or because they have asked Eco Pond to take specific steps before entering into a contract.

In view of these and to ensure customers have choice and control Eco Pond will gain explicit consent from data subjects (customers) whenever personal data is required for a specific purpose.

### **Obtaining consent and the “Right to be informed”**

The largest volume of data that is collected by Eco Pond is through the sale of products. To ensure GDPR compliance the Eco Pond website and employees will obtain explicit consent from the data subject to data collection. All data subjects will be informed of the collection and use of their personal data in the following manner:

- Data subject will be made aware that the data collected will only be used for fulfilment of the contract between them and Eco Pond.
- Eco Pond will state how long the data will be retained for. (Five years after registration or seven years after last purchase.)

### **Storage of Data**

All data collected by Eco Pond is held on secure password protected servers with access restricted to sales, accounts and dispatch staff as necessary. (We may supply some personal data to a 3<sup>rd</sup> party courier service when required for the sole purpose of fulfilling the order process.)

### **Additional Individual Rights**

Eco Pond will comply with the Individual Rights under the GDPR.