



Data Protection Statement

The General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679) is a new regulation replacing the Data Protection Regulation (Directive 95/46/EC) The Regulation harmonises data protection legislation across EU member states.

Kings Landscapes process personal data in relation to those we employ both directly and indirectly. We store all personal data in a secure electronic and paper filing system, with only two people able to access it namely the Head of HR and Director.

We will not share your data with any third parties without consent unless the law requires or allows us to do so.

Under the data protection legislation, you have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress.
- Prevent processing for the purpose of direct marketing.
- Object to decisions being taken by automated means, in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed.
- Claim compensation for damages caused by a breach of the data protection legislation.

If you would like to find out more about our data protection and retention policy, how we use your personal data, or if you want to see a copy of the information we retain about yourself, please contact **Head of H.R 01908 991 580** accounts@kingsls.com

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>