

Privacy Notice

Introduction

This document refers to personal data, which is defined as information concerning any living person (a natural person who hereafter will be called the Data Subject) that is not already in the public domain.

The General Data Protection Regulation (GDPR) seeks to protect and enhance the rights of data subjects. These rights cover the safeguarding of personal data, protection against the unlawful processing of personal data and the unrestricted movement of personal data within the EU. It should be noted that GDPR does not apply to information already in the public domain.

UOG Ltd is pleased to provide the following Privacy Notice:

Personal Data

UOG Ltd uses the information collected from you to provide quotes, business transactions, referrals, internal reporting, communication by telephone and/or email, information on training and events.

Where UOG Ltd is the data controller and passes information to a third-party data processor, UOG Ltd will ensure that the data processor is GDPR compliant.

Where UOG Ltd acts as a data processor on behalf of a third-party data controller, UOG Ltd will act on the instruction of the third party.

Some personal data may be collected about you from forms and surveys you complete and from records of our correspondence and phone calls.

Any information UOG Ltd holds about you and your business encompasses all the details we hold about you and any transactions including any third-party information we have obtained about you from public sources and our own suppliers.

UOG Ltd will only collect the information needed so that it can provide you with requested services. UOG Ltd does not sell or broker your data.

Legal basis for processing any personal data

To meet UOG Ltd's contractual, community and compliance obligations to provide services on land management, training, events and consulting services.

Legitimate interests pursued by UOG Ltd and/or its clients to provide services on land management, training, events and consulting services.

Consent

Through agreeing to this privacy notice you are consenting to UOG Ltd processing your personal data for the purposes outlined. You can withdraw consent at any time by emailing office@uog ltd.com or writing to us, see last section for full contact details.

Disclosure

UOG Ltd may on occasions pass your personal information to third parties exclusively to process work on its behalf. UOG Ltd requires these parties to agree to process this information based on our instructions and requirements consistent with this Privacy Notice and GDPR.

UOG Ltd do not broker or pass on information gained from your engagement without your consent. However, UOG Ltd may disclose your Personal Information to meet legal obligations, regulations or valid governmental request. UOG Ltd may also enforce its Terms and Conditions, including investigating potential violations of its Terms and Conditions to detect, prevent or mitigate fraud or security or technical issues; or to protect against imminent harm to the rights, property or safety of UOG Ltd, its clients and/or the wider community.

Retention Policy

UOG Ltd will process personal data during the duration of any contract and will continue to store only the personal data needed for up to 10 years after the contract has expired to meet any legal obligations. A copy of the retention policy is available on request.

Data storage

Data is held in on local PC's and backed up to DropBox for Business who are fully GDPR compliant.

Your rights as a data subject

At any point whilst UOG Ltd is in possession of or processing your personal data, all data subjects have the following rights:

- **Right of access** - you have the right to request a copy of the information that we hold about you.
- **Right of rectification** - you have a right to correct data that we hold about you that is inaccurate or incomplete.
- **Right to be forgotten** - in certain circumstances you can ask for the data we hold about you to be erased from our records.
- **Right to restriction of processing** - where certain conditions apply you have a right to restrict the processing.
- **Right of portability** - you have the right to have the data we hold about you transferred to another organisation.
- **Right to object** - you have the right to object to certain types of processing such as direct marketing.
- **Right to object to automated processing, including profiling** - you also have the right not to be subject to the legal effects of automated processing or profiling.

In the event that UOG Ltd refuses your request under rights of access, we will provide you with a reason as to why, which you have the right to legally challenge.

UOG Ltd at your request can confirm what information it holds about you and how it is processed

You can request the following information:

- Identity and the contact details of the person or organisation (UOG Ltd) that has determined how and why to process your data.
- Contact details of the data protection officer, where applicable.
- The purpose of the processing as well as the legal basis for processing.
- If the processing is based on the legitimate interests of UOG Ltd or a third party such as one of its clients, information about those interests.
- The categories of personal data collected, stored and processed.
- Recipient(s) or categories of recipients that the data is/will be disclosed to.
- How long the data will be stored.
- Details of your rights to correct, erase, restrict or object to such processing.
- Information about your right to withdraw consent at any time.
- How to lodge a complaint with the supervisory authority (Data Protection Regulator).
- Whether the provision of personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether you are obliged to provide the personal data and the possible consequences of failing to provide such data.
- The source of personal data if it wasn't collected directly from you.
- Any details and information of automated decision making, such as profiling, and any meaningful information about the logic involved, as well as the significance and expected consequences of such processing.

To access what personal data is held, identification will be required

UOG Ltd will accept the following forms of ID when information on your personal data is requested: a copy of your national ID card, driving license, passport, birth certificate and a utility bill not older than three months. A minimum of one piece of photographic ID listed above and a supporting document is required. If UOG Ltd is dissatisfied with the quality, further information may be sought before personal data can be released.

All requests should be made to office@uog ltd.com or by writing to us at the address further below.

Complaints

In the event that you wish to make a complaint about how your personal data is being processed by UOG Ltd, you have the right to complain to UOG Ltd. If you do not get a response within 30 days you can complain to the Data Protection Regulator.

Contact details are:

Mrs Lisa Maclean
Commercial Development Manager
Urras Oighreachd Ghabhsainn
UOG Business Centre
Tom na Ba
South Galson
Isle of Lewis
HS2 OSH