

Midlands Energy Assessments GDPR Policy

1. Introduction

Midlands Energy Assessments (hereinafter referred to as "we," "us," or the "Company") is committed to protecting the privacy and personal data of our clients. This policy outlines our approach to compliance with the General Data Protection Regulation (GDPR) and describes how we collect, process, store, and protect personal data.

2. Definitions

- **Data Subject:** An individual who can be identified, directly or indirectly, by personal data.
- **Personal Data:** Any information related to an identified or identifiable natural person.
- **Processing:** Any operation performed on personal data, including collection, storage, use, and disclosure.
- **Data Controller:** The entity that determines the purposes and means of processing personal data.
- **Data Processor:** An entity that processes personal data on behalf of the Data Controller.

3. Data Collection

We collect and process personal data for legitimate and specific purposes related to our business operations. The types of personal data we may collect include, but are not limited to, the following:

- Contact information (name, address, phone number, email address).
- Financial information for billing and payment processing.
- Information necessary for the provision of our services.

4. Lawful Basis for Processing

We process personal data on the following lawful bases:

- Contractual necessity: To fulfill our obligations under contracts with our clients.
- Legal obligation: To comply with legal requirements.
- Consent: With the explicit consent of the data subject for specific purposes.
- Legitimate interests: When processing is necessary for our legitimate business interests, provided it does not outweigh the interests or fundamental rights of the data subjects.

5. Data Security

We have implemented appropriate technical and organisational measures to ensure the security and confidentiality of personal data. Access to personal data is restricted to authorised personnel only.

6. Data Retention

We retain personal data only for as long as necessary to fulfill the purposes for which it was collected or as required by applicable laws and regulations.

7. Data Subject Rights

Data subjects have the following rights regarding their personal data:

- Right to access.
- Right to rectification.
- Right to erasure ("right to be forgotten").
- Right to restrict processing.
- Right to data portability.
- Right to object to processing.
- Right to withdraw consent (where applicable).

8. Data Breach Notification

In the event of a data breach that poses a risk to the rights and freedoms of data subjects, we will notify the appropriate authorities and affected individuals in accordance with GDPR requirements.

9. Updates to the Policy

This GDPR policy may be updated from time to time to reflect changes in our data processing activities or legal requirements.

10. Contact Information

If you have any questions or concerns regarding our GDPR policy or how we handle your personal data, please contact us at info@energy-assessments.com