



EU General Data Protection Regulation

At TGM Environmental Ltd (TGM) we are aware of the current interest in GDPR and have been preparing by looking at the data we hold and assessing its relevance to the new law. We aim to abide to all currently applicable European and UK legislation.

What data do we store?

- **For our clients;** we only store the basic minimum of information and there is limited personally identifiable information within our database or applications. The data items include, work contact phone numbers, names and address of clients along with financial details for billing systems.
- **For our employees;** we hold pertinent personal details relevant to a person's employment.
- **For our suppliers;** we store relevant purchase history, financial and contact details.

What do we use your data for?

TGM hold data for the legitimate purposes of;

- providing services to our clients (waste management and associated financial processing)
- employment of personnel (record keeping, remuneration and administration)
- purchase of services and supplies (asset inventories and service schedules)

Processing your data

TGM are the data controller and we process your information ourselves; that means we do not engage third parties to look after the data you entrust to us. We routinely update data and clear out old records, maintaining transaction history as required. We actively rectify inaccuracies in the information we hold.

How do we protect your data?

There is a requirement to provide appropriate and adequate security and protection to your data. We employ security tools and devices to offer protection to the data and are certified to ISO 9001 (Quality Management System) which means we have a fully documented and control of records system in place.

Where Do You Stand?

As a client or employee, TGM Environmental commit to protecting your rights and process your data fairly within the limitations of the legislation. If you wish to contact us, you can email us at:

nigel@tgmenvironmental.co.uk

What's Next?

TGM Environmental strive to deliver dependability to our clients. We continue to monitor GDPR as it moves to become more clearly defined over the next few months. We will introduce controls and operational changes where necessary to comply to the new legislation and will keep our clients, employees and suppliers informed throughout the process.