

Supplier Privacy Notice

Purpose and general information

This privacy notice provides information to you as a supplier on the data we collect and process, its use and security as well as your rights in respect of the information held. It is important that you read this privacy notice so that you are aware of how and why we are using your data. For all our activities, the data controller – the company that is responsible for personal data – is Tilhill Forestry Limited. We have appointed a Data Protection Officer (DPO) who is responsible for overseeing any questions in relation to this privacy notice. If you have any questions about this privacy notice, including any requests to exercise your legal rights, you can contact the DPO using the details set out below. This privacy notice supplements other privacy notices and is not intended to override them.

What we collect

We collect the following information about you:

- Company name and contact information including main contact, job role and email address.
- Demographic information such as postcode.
- Financial information such as bank details and VAT Registration
- Information on products and services provided, when provided.
- Information on quality of products and services provided.

What we do with the information we gather

We require this information to confirm that you hold appropriate licences, registrations and have the experience and capacity to provide us with goods and services, and in particular, for the following reasons:

- Internal record keeping
- To provide payment for your services.
- Provide our clients with evidence of capacity and ability to our deliver services.

We do not use this information for marketing or provide this information to any other third parties except on occasion to our Clients to confirm capacity and where and how we source our materials.

Security

We are committed to ensuring that your information is secure. To prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure this information.

Controlling your personal information and withdrawing consent

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. We may use your personal information to send you information on matters which we need you to be aware of, and understand, as part of the service you provide to us.

You may request details of personal information which we hold about you under the Data Protection Act 1998. If you would like a copy of the information held on you please write to the Data Protection Officer at Tilhill Forestry, Kings Park House, Laurelhill Business Park, Stirling, FK7 9NS or email enquiries@tilhill.com.

If you believe that any information we are holding on you is incorrect or incomplete, or you change your mind about us holding information on you; please write to, or email, us as soon as possible. We will promptly correct any information found to be incorrect. We will also remove the information we hold on you on request where this doesn't affect the lawfulness of processing based on the consent before its withdrawal.

How long will we keep your data

We will only retain your data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying and legal accounting or reporting requirements.

Changes to the Privacy Notice

We may change this privacy notice from time to time to reflect how we are processing your data. If we make significant changes, we will make this clear on our website or by other means of contact such as email, so that you are able to review the changes. The date that the privacy notice was last updated on the data set out at the bottom of the page and historic versions can be obtained by contacting us.

Supplier definition

Suppliers are defined by Tilhill Forestry as providers of goods, materials and other services. We have a separate privacy notice for our contractors, hauliers and specialist consultants (POL/06)