

PRIVACY NOTICE

WHY YOU SHOULD READ THIS PRIVACY STATEMENT

During the course of dealing with us, we will ask you to provide us with some Personal information. This Privacy Notice is important because it is written to help you understand what data we collect, how we use it and what your choices are in respect of the data.

PERSONAL INFORMATION

‘Personal Information’ means any information that describes or relates to you personally. Your Personal Information may identify you directly for example your name and your email address.

ABOUT US

Earthworks Environment & Resources Limited (trading as Earthworks Reservoir) registered in England & Wales. Company No. 4216637. Registered Office, 33 The Clarendon Centre, Salisbury Business Park, Dairy Meadow Lane, Salisbury, Wiltshire, SP1 2TJ United Kingdom.

Business Office Address for all communications and client visits is

Prestex House, Edison Road, Churchfields, Salisbury, Wiltshire, SP2 7NU, United Kingdom

WHAT WE COLLECT

We collect personal information and non personal information you provide us in order to make a purchase from us, request information from us and to update you on products and services and send you scientific technical papers written by us that may be of interest. We collect personal and non personal information about how you use the services together with your preferences.

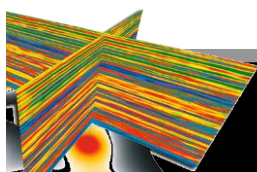
INFORMATION COLLECTION AND USE

Through your use of the Services, we may collect Personal information from you if you choose to provide it, including without limitation,

Your name, email, telephone number, company and address (contact information)

Your billing address, delivery details, payment transaction details (payment information)

Your job title



Relevant Publicly available information about you from third party sources, such as your own company's website or from internet searches. For example Peer Reviewed papers you may have published.

HOW WE USE YOUR INFORMATION

We use your information including your personal information to provide you with the service or information you have requested and to improve our services as well as market our products. We make a note of your preferences in order to only send you what you have requested. We do not purchase information from or sell any information to any third parties.

HOW YOUR PERSONAL INFORMATION IS STORED

During the course of handling your personal information we will record and store your data in our paper files, mobile devices and on our computer systems (ACT! Database, email, hard drives). This information can only be accessed by employees or consultants within our firm and only when it is necessary to provide our service to you and to perform any administration tasks associated with or incidental to that service. All consultants that work for us are bound by a confidentiality agreement and must adhere to this Privacy Policy as required by law.

HOW WE SHARE YOUR INFORMATION

We may need to share your information with our service providers, for example our Accountants, for the purposes of year end and auditing of our company accounts where it is necessary to do so and in accordance with statutory law. We may also need to share your information, for example with our Bank as Data Processors on our behalf in order to make and receive a Bank Payment.

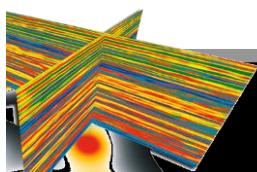
We do not share your information with third parties for marketing purposes. The information we do share with our service providers who act as Data Processors on our behalf are required to treat your Personal Information in accordance with this Privacy Notice, as required by law and in certain other situations when using such service providers to provide information or services to you through our Services.

We may use your information for the following purposes:

Purchases – We may use your Contact Information and Payment Information to allow us to process and fulfil purchases you make through the Services.

Customer Service – We may use your Contact information to receive and respond to your questions about products and services.

Feedback – we may use your email address, products purchased and other user generated content you may provide when you review our products



Marketing – We may use your Personal Information to determine what products may be of interest to you providing you have opted in to receiving such information.

NOTICE TO EMPLOYMENT APPLICANTS

Certain Pages of our website may contain information about employment opportunities with Earthworks Reservoir. To apply for open positions you must email the person specified on our website direct.

DATA SECURITY AND RETENTION

Your privacy is important to us and we will keep your Personal Information secure in accordance with our legal responsibilities. We will take reasonable steps to safeguard your Personal Information against it being accessed unlawfully or maliciously by a third party. We maintain appropriate technical and organizational measures to protect your Personal Information, including assuring that third party service providers who access or handle Personal Information on our behalf maintain such safeguards. Notwithstanding this it must be stated that no method of internet transmission or electronic storage is one hundred per cent secure or error-free and it is not possible to guarantee absolute security. If you have any reason to believe that your interaction with us is no longer secure please notify us immediately by email

Data-manager@earthworks-reservoir.com or by telephoning us on +44 01722 343990

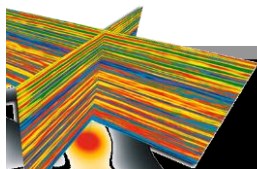
We also expect you to take reasonable steps to safeguard your own privacy when transferring information to us, such as not sending confidential information over unprotected email, ensuring sensitive email attachments are password protected or encrypted and only using secure methods of postage when original documentation is being sent to us.

Your Personal Information will be retained by us either electronically and/or in paper format until such time that you ask us not to retain it, or whereby we no longer have a valid business to business reason to retain it. We may retain your Personal information in instances whereby we have a legal and statutory obligation to retain such data for a specified period of time in accordance with Statutory requirements.

ACCESS TO YOUR PERSONAL INFORMATION

You have the right to access information held about you that is under our control. You can make such a request by emailing us at the address below where a subject access request record form will be sent to you. You can ask us to correct, delete or require us to restrict or stop using your personal information. (Details as to the extent to which we can do this will be provided at the time of any such request)

Data-manager@earthworks-reservoir.com



OPTING OUT

You have the right to unsubscribe to emails at any time and details of how to do this can be found at the bottom of emails sent to you.

DELETION OF DATA

You have the right to request that your Personal Information is deleted from our Database. Should you wish your data to be deleted please email us at

Data-manager@earthworks-reservoir.com

CHILDREN

We do not collect information from children under the age of 16.

PRIVACY NOTICE UPDATES

We may update this Privacy Notice from time to time. Please check the Date at the top of the Privacy Notice to establish when this notice was last revised. Unless otherwise stated, any changes we make to this Privacy Notice will become effective immediately once this Privacy Notice has been updated. Your continued use of the Services following any changes to this Privacy Notice indicates that you consent to the practices described in the revised Privacy Notice. Unless stated otherwise, our current Privacy Notice applies to all information that we have about you and your account.

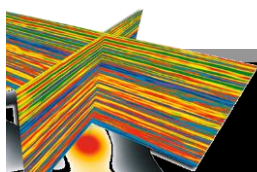
HOW TO CONTACT US IN RELATION TO THE USE OF YOUR PERSONAL INFORMATION

If you have any questions or comments about this document or wish to contact us in order to exercise any of your rights set out within this Privacy Statement please contact us

Data-manager@earthworks-reservoir.com or in writing to

Data Manager, Earthworks Reservoir, Prestex House, Edison Road, Churchfields, Salisbury, Wiltshire, SP6 1PP, United Kingdom

You should also make contact with us as soon as possible on you becoming aware of any unauthorised disclosure of your Personal Information so that we may investigate and fulfil our obligations under this Privacy Notice.





If you have any concerns or complaints as to how we have handled your Personal Information you may lodge a complaint with the UK's Data Protection Regulator, the ICO, who can be contacted through their website at <https://ico.org.uk/global/contact-us/> or in writing to Information Commissioner's Office, Whycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Dated : May 2018

Version 1.0

