



## **Footprint Ecology Data Protection Summary Policy**

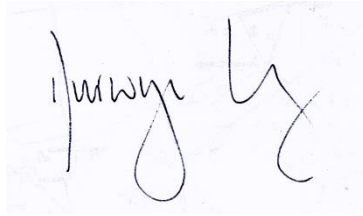
Footprint Ecology are registered with the Information Commissioners Office (ZA155847) as we handle personal data of our employees and, on occasion, respondents to surveys and/or public consultations.

Footprint Ecology will treat all personal data with care:

- Personal information will only be collected if absolutely necessary and will only be used for the purposes for which it was originally collected
- Collection will be done in such a way as to avoid others seeing or overhearing the information
- Data will be stored securely, whether physically or virtually
- Data will be deleted as soon as possible
- We will never give or sell personal data to third parties

Employees' induction and handbook include this policy, and the best practice behind it. Employees are regularly minded of the need to safeguard the personal information of colleagues, clients and the public, for instance to use bcc when emailing groups of private individuals.

This policy is reviewed quarterly as part of the Footprint Ecology Business Continuity Planning.

A handwritten signature in black ink on a light-colored background. The signature is cursive and appears to read "J. Wayne L.".

Director  
May 2024