



Data Protection and GDPR Policy

JK Wildlife Management Ltd

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1.0 Policy Statement

JK Wildlife Management Ltd is committed to protecting the privacy, confidentiality and integrity of all personal data entrusted to JK Wildlife Management. We recognise that personal information is a valuable asset and that its lawful, fair and transparent handling is fundamental to maintaining the confidence of our employees, clients, suppliers, subcontractors and other stakeholders.

JK Wildlife Management is committed to complying with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and all other applicable legislation governing the collection, processing, storage and disposal of personal information.

Personal data will only be collected where there is a lawful basis for doing so and will be processed fairly, transparently and for specified legitimate purposes. JK Wildlife Management Ltd is committed to ensuring that personal information is accurate, securely maintained, retained only for as long as necessary and protected against unauthorised access, disclosure, alteration, loss or destruction.

This Policy applies to all directors, employees, agency workers, subcontractors, consultants and any individual processing personal data on behalf of JK Wildlife Management Ltd. Every individual has a responsibility to ensure that personal data is handled in accordance with this Policy and JK Wildlife Management's established procedures.

JK Wildlife Management is committed to implementing appropriate technical and organisational measures to safeguard personal information, minimise the risk of data breaches and demonstrate accountability in accordance with UK data protection legislation.

2.0 Legal and Regulatory Compliance

JK Wildlife Management Ltd is committed to complying with all applicable legislation relating to data protection, privacy and information security. We

recognise that effective data protection is achieved through legal compliance, responsible governance and the implementation of appropriate organisational and technical controls.

2.1 Key Legislation

2.1.1 UK General Data Protection Regulation (UK GDPR)

The UK GDPR establishes the legal framework governing the processing of personal data within the United Kingdom. JK Wildlife Management Ltd processes personal information lawfully, fairly and transparently, ensuring that all processing activities have an appropriate lawful basis and are carried out in accordance with the principles established by the Regulation.

2.1.2 Data Protection Act 2018

The Data Protection Act 2018 supplements the UK GDPR and provides additional provisions relating to the processing of personal data within the United Kingdom. JK Wildlife Management ensures that its procedures comply with the requirements of the Act and that appropriate safeguards are implemented to protect the rights and freedoms of individuals.

2.1.3 Privacy and Electronic Communications Regulations (PECR)

Where applicable, JK Wildlife Management Ltd complies with the Privacy and Electronic Communications Regulations when undertaking electronic marketing activities or communicating with clients through electronic means.

2.1.4 Freedom of Information Act 2000

Whilst JK Wildlife Management Ltd is not ordinarily subject to the Freedom of Information Act 2000, JK Wildlife Management recognises that information provided during public sector contracts may become subject to disclosure by public authorities. Appropriate records are therefore maintained to support transparency whilst protecting confidential and commercially sensitive information.

3.0 Policy Objectives

The objectives of this Policy are to establish a framework for the lawful and secure processing of personal data whilst ensuring compliance with applicable legislation and protecting the rights of individuals.

Our objectives are to:

- Maintain full compliance with UK GDPR and the Data Protection Act 2018.
- Protect the privacy and rights of individuals whose personal information we process.
- Ensure personal data is collected, processed and stored securely.
- Promote accountability and responsible data handling throughout JK Wildlife Management.
- Prevent unauthorised access, disclosure, alteration or loss of personal information.
- Ensure all employees understand their responsibilities regarding data protection.
- Continually review and improve our data protection arrangements.

4.0 Responsibilities and Governance

The Managing Director has overall responsibility for ensuring compliance with this Policy and for providing appropriate leadership, resources and oversight of JK Wildlife Management's data protection arrangements.

Managers are responsible for ensuring that personal data is processed appropriately within their areas of responsibility and that employees understand their obligations under this Policy.

All employees and individuals acting on behalf of JK Wildlife Management Ltd are responsible for:

- Protecting personal information.
- Following Company procedures.
- Reporting suspected data breaches immediately.

- Maintaining confidentiality.
- Processing personal information only where authorised.

Failure to comply with this Policy may result in disciplinary action and, where appropriate, legal proceedings.

5.0 Data Protection Principles

JK Wildlife Management Ltd processes all personal information in accordance with the seven core principles established under the UK General Data Protection Regulation. These principles underpin all processing activities undertaken by JK Wildlife Management and provide the framework for ensuring that personal information is managed lawfully, fairly and responsibly.

Personal data will be:

- Processed lawfully, fairly and transparently.
- Collected for specified, explicit and legitimate purposes.
- Adequate, relevant and limited to what is necessary.
- Accurate and kept up to date.
- Retained only for as long as necessary.
- Processed securely using appropriate technical and organisational measures.
- Processed in a manner that demonstrates accountability and compliance with applicable legislation.

6.0 Collection and Processing of Personal Data

JK Wildlife Management Ltd collects and processes personal data only where it is necessary to support legitimate business activities, fulfil contractual obligations, comply with legal requirements or where a valid lawful basis exists under the UK General Data Protection Regulation (UK GDPR).

JK Wildlife Management is committed to ensuring that all personal data is processed fairly, lawfully and transparently. Before collecting personal

information, we will clearly identify the purpose for which the data is required and ensure that only information relevant to that purpose is obtained. We are committed to the principle of data minimisation and will not collect excessive or unnecessary personal information.

Personal data may be processed in connection with employment, recruitment, client contracts, supplier management, health and safety, financial administration, regulatory compliance and the delivery of our services. Where special category data is processed, additional safeguards will be implemented in accordance with legislative requirements.

To ensure compliance with UK GDPR, JK Wildlife Management Ltd will:

- Identify and document an appropriate lawful basis before processing personal data.
- Process personal information only for specified, legitimate and compatible purposes.
- Ensure personal information is accurate and kept up to date where reasonably practicable.
- Limit access to personal data to those with a genuine business need.
- Review processing activities periodically to ensure continued compliance with applicable legislation.

7.0 Data Security and Storage

JK Wildlife Management Ltd is committed to implementing appropriate technical and organisational measures to protect personal data against accidental or unlawful destruction, loss, alteration, unauthorised disclosure or unauthorised access. The level of protection applied will always be proportionate to the nature, sensitivity and volume of the information being processed.

Personal information is stored using secure systems designed to prevent unauthorised access and to maintain the confidentiality, integrity and

availability of Company data. Access to personal information is restricted to those individuals who require it for legitimate business purposes, with appropriate authentication measures applied to Company devices, software and cloud-based systems.

JK Wildlife Management also recognises that information security extends beyond electronic systems. Paper records containing personal information will be stored securely, protected from unauthorised access and disposed of using appropriate confidential waste procedures when no longer required.

Employees are responsible for taking reasonable precautions to protect Company information whilst working from Company premises, client sites or remote locations. Any actual or suspected loss, theft or unauthorised disclosure of personal information must be reported immediately in accordance with JK Wildlife Management's incident reporting procedures.

8.0 Data Sharing, Retention and Disposal

JK Wildlife Management Ltd will only share personal data where it is necessary to fulfil contractual obligations, comply with legal or regulatory requirements, protect the legitimate interests of JK Wildlife Management or where the individual has provided appropriate consent.

Where personal information is shared with third parties, JK Wildlife Management will take reasonable steps to ensure that appropriate safeguards are in place and that recipients process personal data in accordance with applicable data protection legislation. Personal information will never be sold or disclosed for unauthorised commercial purposes.

Personal data will be retained only for as long as necessary to fulfil the purpose for which it was collected or to satisfy legal, contractual or regulatory obligations. Once retention periods have expired, information will be securely deleted, destroyed or anonymised in a manner that prevents unauthorised access or recovery.

JK Wildlife Management will ensure that:

- Personal data is retained only for legitimate business or legal purposes.
- Information is disposed of securely using appropriate destruction methods.
- Electronic records are permanently deleted where no longer required.
- Confidential waste is managed in a secure and controlled manner.

9.0 Data Subject Rights

JK Wildlife Management Ltd respects the rights of individuals and is committed to ensuring that personal information is processed in accordance with the rights established under the UK General Data Protection Regulation.

Individuals whose personal information is processed by JK Wildlife Management may be entitled to request access to their personal data, seek correction of inaccurate information, request the deletion of personal data in certain circumstances, restrict or object to processing, or request the transfer of their information where applicable.

JK Wildlife Management will respond to all legitimate requests promptly and within the statutory timescales prescribed by applicable legislation. Requests will be handled fairly, consistently and in accordance with established internal procedures, ensuring that the rights of individuals are balanced against any legal or contractual obligations placed upon JK Wildlife Management.

Where JK Wildlife Management is unable to comply with a request, the reasons for that decision will be communicated clearly to the individual together with information regarding any available rights of appeal or complaint.

10.0 Monitoring, Review and Continuous Improvement

JK Wildlife Management Ltd is committed to maintaining an effective Data Protection Management System that reflects current legislation, recognised industry best practice and the operational requirements of the business. Compliance with this Policy is monitored through routine management oversight, periodic reviews and the continual assessment of data protection risks.

JK Wildlife Management will review its data protection arrangements to ensure that personal information continues to be processed lawfully, securely and in accordance with the principles established under UK GDPR. Any identified deficiencies, recommendations arising from internal reviews, lessons learned from data protection incidents or changes in legislation will be used to strengthen JK Wildlife Management's policies, procedures and working practices.

This Policy will be formally reviewed at least annually, or sooner where significant legislative changes, organisational developments or operational risks require amendment. The Managing Director is responsible for approving this Policy, ensuring that appropriate resources are available for its implementation and promoting a culture in which the protection of personal information is recognised as a fundamental responsibility throughout JK Wildlife Management Ltd.



James Kennedy

Managing Director

JK Wildlife Management
Rabbit, Fox, Deer and Avian Control

