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Author	Emma McDonald		
Role	Director		
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Privacy Policy

2 The Stables
Cannons Mill Lane
Bishop's Stortford
England, CM23 2HJ
Company number 03028475



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1. Statement

Tim Moya Tree Services Limited T/a TMA Environmental Consultants (“we”, “our”, “us”) respects your privacy and is committed to protecting your personal data. This policy explains how we collect, use, and safeguard your information.

2. Who we are

We are Tim Moya Tree Services Limited, T/a TMA Environmental Consultants, an environmental consultancy based in the UK.

If you have any questions about this policy or your personal data, you can contact us at:

info@tma-consultants.co.uk

Tim Moya Tree Services Limited (t/a TMA Environmental Consultants) is the data controller responsible for your personal data

3. Data we collect

We may collect and process:

- Your name, email address and phone number.
- Information you provide when contacting us, booking a course, or making an enquiry.
- Records of our communications with you.
- Basic website hosting logs (e.g. IP address, browser type) for security and troubleshooting.

We do **not** collect sensitive personal data unless you choose to provide it.

4. How we collect your data

- Directly from you (e.g. enquiries, bookings, emails, phone calls).
- Indirectly through our website (basic server logs only).

5. Why we use your data (and our legal basis)

We process your personal data for the following purposes:

- To provide services (environmental consultancy, courses, bookings) — legal basis: contract.
- To respond to enquiries — legal basis: legitimate interests.
- For marketing and updates about our services and courses:

With your consent when you sign up to hear from us.

Our legitimate interests include responding to enquiries, managing client relationships, and promoting our services, where these do not override your rights, with the option to opt out at any time.

6. Sharing your data

We only share your data with trusted service providers in the UK who support our business, such as:

- IT and hosting providers
- Email service providers
- Professional advisors (e.g. accountants)

We do not transfer your data outside the UK/EEA.

7. Data retention

We keep personal data only as long as necessary:

- **Client data:** 6 years after the contract ends (for legal/financial records).
- **Enquiry data:** 12 months if no contract follows.
- **Marketing mailing list:** until you unsubscribe or withdraw consent.
- **Employee data:** 6 years after leaving.
- **Job applicants (unsuccessful):** 6 months.

8. Security

We use secure hosting and technical measures to protect your personal data from loss, misuse, or unauthorised access.

9. Your rights

Under UK GDPR, you have rights including to:

- Access your personal data
- Correct inaccuracies
- Request deletion
- Object to processing (including marketing)
- Withdraw consent at any time
- Request data portability

You can exercise your rights by contacting us at info@tma-consultants.co.uk.

10. Cookies and website data

We use essential cookies to make our website work properly and securely, and to remember your preferences during your visit.

11. Marketing and unsubscribing

If you've opted in to marketing, we may contact you about courses and services. You can unsubscribe at any time by clicking the link in our emails or by contacting us at info@tma-consultants.co.uk.

12. Complaints

If you are unhappy with how we've handled your data, please contact us first. You also have the right to complain to the UK regulator, the Information Commissioner's Office (ICO): www.ico.org.uk.