



Privacy and Data Protection Policy

Sustainable Tech 4 Good Group Ltd & Veritas Digital Services Ltd take privacy seriously. This document describes how we collect and use personal data in accordance with the General Data Protection Regulation (GDPR) and other applicable laws, as amended or updated in the UK.

For the purposes of data protection legislation and this document, we are the “data controller”.

The information we hold external sources may include the following:

- Personal details, e.g. name and/or address
- Electronic contact details, e.g. email addresses, Skype addresses, telephone number
- Details of any products or services we have supplied
- Communications and correspondence
- Information about enquiries or complaints made to us
- Information from other publicly available sources, such as Companies House, LinkedIn, trade associations etc.

We may process personal data for purposes necessary for the normal conducting of our business activities. These may include:

- Account set up and administration
- Providing goods and services
- Delivering marketing communications
- Personalisation of content
- Internal audit requirements
- Legal basis for processing your personal data
- We may process personal data for the purposes of our own legitimate interests, including processing for marketing, business development and administration purposes. This processing is necessary and proportionate for our legitimate commercial interests and will not override any interests, rights and freedoms, which require the protection of personal data.

Data sharing

Personal data will be treated confidentially and will not be shared with third parties, except where such sharing is necessary to fulfil our legitimate interests, to provide the product or service requested, or where it is required by law.

Storing and Processing personal data

The data that we hold is stored and processed in the UK, however it may sometimes be necessary for us to share your personal data outside the European Economic Area (EEA), e.g.

With service providers located outside the EEA If a customer/client is based outside the EEA Such transfer of data would only be what was strictly necessary for the provision of the product or service requested from ST4G/VDS

Data security

We have put in place reasonable and appropriate security measures to prevent accidental loss, unauthorised access or use of personal data. Access to personal data is limited to employees who have a need to know in order to conduct our legitimate business interests. They are subject to a duty of confidentiality. If there is a suspected data security breach, we will notify both the customer/client and the applicable regulator where we are legally required to do so.



Appropriate measures are also in place to enable disaster recovery and business continuity following an unforeseen event.

Retention of personal data

Personal data will only be retained for as long as it is necessary to fulfil the purpose for which it was collected.

The retention period will be determined by:

- The requirements of our legitimate business interests and related products/services provided
- Any statutory or legal obligations
- Whether in future the purpose of the processing could reasonably be fulfilled by other means
- The type of personal data we have collected
- Rights in relation to personal data

Any person or company has the right to:

- Request access to their personal data
- Request correction or deletion of the personal data we hold
- Object to the processing of personal data where we are relying on legitimate interests and something in your personal circumstances gives you a reason to object.
- Object where personal data is being processed for direct marketing purposes.
- Request restriction of processing, e.g. while establishing accuracy of the data or our reason for processing
- Lodge a complaint with the Information Commissioner's Office

The above rights may be limited in certain circumstances, e.g. where we have been asked to delete data that we are required to keep by law.

We define 'Data' as information:

- Generated by a customer and acquired by us in the course of conducting our business
- Generated by ourselves (i.e. about our customers, suppliers, employees and wider community)

We are registered with the Information Commissioner's Office as a 'Data Controller' under the terms of the Data Protection Act (1998) – Registration Reference: ZB556596 / ZB283718

We are fully committed to maintaining the confidentiality and security of Data at all times

Data is securely destroyed when the purpose for which it was originally generated or acquired by us no longer applies

Approved By: Sue Gowling - Founder

Date: 29th November 2019

Reviewed: 27th January 2026