

LAST UPDATED: 16 DECEMBER 2025

VERSION: 1.0

WEBSITE PRIVACY NOTICE

INTRODUCTION

Grounds Management Association Limited (“we, “us”, “our”) are a company registered in England and Wales, company number 00553036, with our registered address at 28 Stratford Office Village, Walker Avenue, Milton Keynes, United Kingdom, MK12 5TW. We are the Controller of the Personal Data we process, registered in the UK with the Information Commission (“IC”), registration number Z7641141.

Our Data Protection Officer (“DPO”) is Evalian Limited, West Lodge, Leylands Business Park, Colden Common, Hants, SO21 1TH. Email – dpo@evalian.co.uk. Tel – 03330 500 111.

The purpose of this privacy notice is to explain what Personal Data we collect about you when you visit our website.

Please read this privacy notice carefully as it provides important information about how we handle your Personal Data and your rights. If you have any questions about any aspect of this privacy notice, you can contact us using the information provided below in the ‘Contact us’ section.

We update this privacy notice from time to time in response to changes in applicable laws and regulations, to our processing practices and to the products and services we offer. When changes are made, we will update the date at the top of this document. Please review this privacy notice periodically to check for updates.

PERSONAL DATA WE COLLECT

When you visit our website and interact with us, we may collect:

- Name
- Email address
- Business name
- Business email address
- Job title
- Any personal data entered into the free text ‘message’ box
- The nature of your enquiry
- CV or other recruitment information (via <https://jobs.theqma.org.uk/jobs> and <https://www.theqma.org.uk/learning/qualifications>)

You may also provide, although this is optional:

- Telephone number

INFORMATION ABOUT OUR USE OF COOKIES

Our website uses cookies to better the user experience while visiting.

Cookies are small text files saved to the user's computer which track, save and store information about the user's interactions and usage of our website. This allows our website to provide users with a tailored experience. Users are advised that if they wish to deny the use and saving of cookies from our website on to their computer or device, they should take necessary steps within their web browsers security settings to block all cookies from our website and any external serving vendors.

The law states that we can store cookies on your device if they are strictly necessary for the operation of this site. To install all other types of cookies, we need your consent.

To learn more about the cookies we use, please see our Cookies Notice, available through our cookie banner on this website.

PURPOSES FOR WHICH WE USE PERSONAL DATA AND THE LEGAL BASES

We may use your Personal Data for the following purposes and on the following lawful bases:

Purpose	Lawful Basis for Processing
Responding to correspondence from you	It is in our legitimate interest to respond to enquiries or issues submitted via our website or through any other communication channels

SHARING YOUR DATA

We are a UK company, so your Personal Data will not be processed outside the UK. Should the business need change, we will take appropriate steps to ensure the Personal Data is managed with an essentially equivalent level of protection to that guaranteed in the UK. We will do this by ensuring that:

- your Personal Data is only processed in a country which the Secretary of State has confirmed has an adequate level of protection (an adequacy regulation); or
- we enter into an International Data Transfer Agreement ("IDTA") or equivalent (e.g. EU-approved Standard Contractual Clauses ("SCCs")) with the receiving organisation and adopt supplementary measures, where necessary. A copy of the IDTA can be found here [international-data-transfer-agreement.pdf \(ico.org.uk\)](https://ico.org.uk/international-data-transfer-agreement.pdf).

Our websites include links to our social media pages (Facebook, Instagram, X, LinkedIn and TikTok) which enable you to view our content through selected sites. These applications may collect your IP address or Device ID and may set a cookie on your device. When you use one of these links, you are sharing information with another website or service and this privacy notice will no longer apply. Please read the privacy notices provided by the particular social media website you are sharing through before posting any personal information using these links.

HOW LONG WE KEEP YOUR DATA

We will retain your Personal Data for as long as is necessary to satisfy the purpose of collection and for a reasonable period thereafter.

At the end of the retention period, your Personal Data will be securely deleted. Retention periods are detailed within our Personal Data Retention Policy. This information is available upon request.

HOW WE PROTECT YOUR DATA

We implement appropriate technical and organisational measures to protect data against unauthorised or unlawful processing and against accidental loss, destruction or damage.

YOUR DATA PROTECTION RIGHTS

There are certain fundamental rights that you have in respect of your Personal Data:

Rights	Description
Right to be informed	Individuals have the right to be informed about the collection and use of their Personal Data
Right of access	Individuals have the right to receive a copy of their Personal Data, and other supplementary information
Right to rectification	Individuals have the right to have inaccurate Personal Data rectified or completed if it is incomplete
Right to erasure	Individuals have the right to request their personal information to be erased, in certain circumstances
Right to restrict processing	Individuals have the right to request the restriction or suppression of their Personal Data, in certain circumstances, in particular: <ul data-bbox="579 1471 1389 1769" style="list-style-type: none"><li data-bbox="579 1471 1389 1507">• if your data is not accurate;<li data-bbox="579 1507 1389 1574">• if your data has been used unlawfully but you do not want us to delete it;<li data-bbox="579 1574 1389 1641">• if your data is no longer needed, but you want us to keep it for use in legal claims; or<li data-bbox="579 1641 1389 1769">• if you have already asked us to stop using your data but you are waiting to receive confirmation from us as to whether we can comply with your request
Right to data portability	Individuals have the right to obtain and reuse their Personal Data, in a machine-readable format, for their own purposes across different services, in certain circumstances

Rights	Description
Right to object	<p>Individuals have the right to object to the processing of their Personal Data, in certain circumstances</p> <p>Where we are using your Personal Data because it is in our legitimate interests to do so, you can object to us using it this way</p> <p>Where we are using your Personal Data for direct marketing, including profiling for direct marketing purposes, you have an absolute right to ask us to stop doing so</p>
Rights with respect to automated decision-making and profiling	Individuals have the right not to be subject to a decision based solely on automated processing (including profiling) that produces legal effects concerning you or similarly significantly affects you

In addition to the above, an individual also has the following rights:

Rights	Description
Right to withdraw consent	Where we are using your Personal Data based on your consent, you can withdraw your consent at any time.
Right to register a complaint with the Controller	You have the right to raise a complaint about how we handle your personal information to us directly.
Right to lodge a complaint with a supervisory authority	You have the right to raise a complaint about how we handle your personal information with a relevant supervisory authority.

EXERCISING YOUR DATA PROTECTION RIGHTS

You will not have to pay a fee to access your Personal Data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

CONTACT US

If you would like to exercise your statutory data protection rights, or if you have any concerns or questions about how we handle Personal Data, please contact us at privacy@thegma.org.uk

RAISING A COMPLAINT WITH THE UK DATA PROTECTION SUPERVISORY AUTHORITY

If you believe you have exhausted all possible avenues for resolving your data protection concerns with us, you may lodge a complaint with the IC by calling their Helpline on 0303 123 1113.

You can also send your postal correspondence to:

Information Commission
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Alternatively, you can contact them at <https://ico.org.uk/make-a-complaint/>