

Copyright

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Northumbrian Landscaping Ltd Privacy Policy

At Northumbrian Landscaping, we respect your Privacy and are committed to protecting your personal data. This privacy notice tells you about how we look after your personal data when you visit our websites or communicate with us, it tells you about your privacy rights and how the law protects you.

1. Important information, who we are

Purpose

This privacy notice aims to give information on how **Northumbrian Landscaping Ltd** collects and uses your Personal data when you communicate or interact with us.

Controller

Northumbrian Landscaping Ltd is the data controller of your personal data. We are responsible for its security and making sure that it is only used for the purpose outlined in our privacy notice.

Contact Details

If you have questions about the privacy notice or legal rights, please email us: peter@northumbrianlandscaping.com

Tyne Valley Garden Centre, Mickley, NE43 7BT

Third party links.

Any Website links to our websites: **We do not control these websites** and are not responsible for their **privacy policy**. Please read the privacy notice on there sites.

2. The data we collect about you

Personal data, personal information, means any information about an individual from which a person can be identified.

3. How your personal data is collected

We collect the information you give us on your first visit with your consultation sheet that Northumbrian Landscaping provides. this includes; Name, Address, Email, Telephone Numbers.

Further to personal data we may need to obtain before, during and after consultation data.

4. How we use your personal data

We keep a paper record of all your treatments, dated and signed by you, these are discarded 3 years after the end of your contract date.

Please note: all security measures have been put in place to protect your data and we work hard to meet the strict regulatory requirements needed for the GDPR 2018.

5. Disclosure of your personal data

We do not allow anyone to see your personal data or sell your data to any 3rd party.

6. Data Security

We have taken the appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in any unauthorised way, altered or disclosed.

Your data:

We keep all records for 3 years after your contract completion.

you can at any time request for your details or ask for this to be removed from our database,

this is subject to a hand-written letter to the above address.

The GDPR 2018 your rights include,

Right to be informed,

Why personal data is needed and how it is used.

Right of subject access,

You can request your personal data held.

Right of rectification,

You can have any incomplete personal data completed.

Right to erasure,

You have the right to obtain your personal data if you have withdrawn from further landscaping work.

Right to restrict processing,

The accuracy of personal data is contested and restricted until accuracy of data is verified.

Northumbrian Landscaping no longer needs data but is required by you for legal claims.

Right to data portability,

You have the right to receive your data in a format and have the right to transmit to another.

Right to object,

Northumbrian Landscaping should not have cause to process personal data.

Rights to automated decision,

Northumbrian Landscaping do not carry out automated processing.

Last updated May 2018