

## SECRET GARDEN TREE SERVICES PRIVACY POLICY

### **Data Collected**

The personal data we collect will be limited to the information you provide in order to carry out the work agreed between us.

### **Secure Storage**

Personal information collected from you is processed non-electronically and stored in a locked file.

The transmission of information via the internet is not completely secure. Although I endeavour to protect your personal data, the security of information transmitted to this site or via email, text message or voicemail message cannot be guaranteed. Any personal information you send is at your own risk.

### **Sharing Information**

Your personal information will not be shared with any third parties. If there is a need to share personal information to a third party (i.e. referring your job onto another tree and gardening business) then I will require your consent.

### **Internet cookies**

Cookies are used on this website to provide you with a better user experience. The website uses a cookie control system which allows you to accept the use of cookies, and control which cookies are saved to your device/computer. Some cookies will be saved for specific time periods, where others may last indefinitely. Your web browser should provide you with the controls to manage and delete cookies from your device, please see your web browser options.

Cookies that we use are;

Session (Transient) cookies: these cookies are erased when you close your browser, and do not collect information from your computer. They typically store information in the form of a session identification that does not personally identify the user.

Persistent (Permanent/Stored) cookies: these cookies are stored on your hard drive until they expire (i.e based on a set expiration date) or until you delete them. These cookies are

used to collect identifying information about the user, such as Web surfing behaviour or user preferences for a specific site.

### **Your individual rights**

Under the GDPR your rights are as follows;

- the right to be informed;
- the right of access;
- the right to rectification;
- the right to erasure;
- the right to restrict processing;
- the right to data portability;
- the right to object; and
- the right not to be subject to automated decision-making including profiling.

We handle subject access requests in accordance with the GDPR.

For the purposes of the General Data Protection Regulations (GDPR) 2018, the data “controller” is Laurie Frampton, Secret Garden Tree Services.

*This Privacy Policy lets you know how your personal information is being collected, stored, and shared and is line with EU General Data Protection Regulations.*