ELWOOD LANDSCAPE DESIGN LTD

DATA PRIVACY NOTICE

1. Your personal data – what is it?
Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?
Elwood Landscape Design Ltd (ELD) is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?
ELD complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To administer customer records;
- To manage our employees and subcontractors;
- To maintain our own accounts and records;
- To inform you of news, events, new products and services;

4. What is the legal basis for processing your personal data?

- Explicit consent of the data subject so that we can keep you informed about news, events, new products and services;
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;

5. Sharing your personal data
Your personal data will be treated as strictly confidential and will only be shared within ELD for the purposes of providing you with the services you require. We will only share your data with third parties outside of the business with your consent.

6. How long do we keep your personal data?
We keep data in accordance with the guidance set out by the Information Commissioners Office under GDPR regulations, under the terms of our PII Insurance and as set out by the Landscape Institute.

7. Your rights and your personal data
Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which ELD holds about you;
- The right to request that the ELD corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for ELD to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), where applicable;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, where applicable;
- The right to lodge a complaint with the Information Commissioners Office.

Like many other websites, the ELD website uses cookies. Cookies are very small text files that are stored on your computer when you visit most websites. We use cookies to help provide you with a better website by enabling us to monitor which pages you find useful. A cookie does not give us access to your computer or any information which identifies you personally, other than the data you choose to share with us. The information we collect in this way is used for internal review and improvement purposes. This information is not shared with other organisations for commercial purposes. Specifically, we use the following cookies:

Google Analytics: to track how many visitors come to our site and how they found us.
WordPress: this site is built on the WordPress content management system which uses cookies to enhance your experience.

If you would rather not allow cookies, you can deactivate the cookie function on your web browser, although this may have an impact on your browsing experience. Further information about the use of cookies, including their deactivation, can be found at www.allaboutcookies.org.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Practice Manager or Managing Director.

You can contact the Information Commissioners Office on 0303 123 1113 or via email https://ico.org.uk/global/contact-us/email/ or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.