

## **Data Protection Act Privacy Notice**

Lawnsavers ("We") are committed to protecting and respecting your privacy.

This notice and any other documents referred to on it sets out the basis on which any personal data we collect from you, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

The rules on processing of personal data are set out in the General Data Protection Regulation (the "GDPR").

### **1. Definitions**

**Data controller** - A controller determines the purposes and means of processing personal data.

**Data processor** - A processor is responsible for processing personal data on behalf of a controller.

**Data subject** – Natural person

**Personal data** - The GDPR applies to 'personal data' meaning any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier (as explained in Article 6 of GDPR). For example name, passport number, home address or private email address. Online identifiers include IP addresses and cookies.

**Processing** - means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

**Third party** - means anyone other than Lawnsavers

### **2. Who are we?**

Lawnsavers is the data controller. This means we decide how your personal data is processed and for what purposes. Our contact details are: 07714 945278. For all data matters contact Mark Roberts on 07714 945278.

### **3. The purpose(s) for processing your personal data**

We use your personal data for the following purposes:

- To maintain our own accounts and records
- To make a contract with you , to carry out that contract and to send you our invoice

**Please note:** You give us information by filling in forms on our website [www.lawnsavers.co.uk](http://www.lawnsavers.co.uk) and by corresponding with us by phone, e-mail or otherwise. This includes information you provide on Lawnsavers social media and when you report a problem with our site.

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

##### Personal data (article 6 of GDPR)

##### Our lawful basis for processing your general personal data:

<input type="checkbox"/> Processing necessary for the performance of a contract with the data subject or to take steps to enter into a contract	GARDENING SERVICES
<input type="checkbox"/> Processing necessary for compliance with a legal obligation	KEEPING RECORDS AS REQUIRED BY HMRC
<input type="checkbox"/> Processing necessary for the purposes of the legitimate interests of the data controller.	We keep data for use in the unlikely event of a complaint or legal claim

#### 5. Sharing your personal data

Your personal data will be treated as confidential, and will be shared only with our accountant and other professional advisors if necessary

#### 6. How long do we keep your personal data?

We keep your personal data for 7 years to comply with HMRC requirements and for use in event a complaint or claim

#### Your rights and your personal data

Under the GDPR, you have rights including

The right to request a copy of the personal data which we hold about you;

- The right to request that we correct 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 to retain such data;

#### 7. Transfer of Data Abroad

WE DO NOT TRANSFER PERSONAL DATA ABROAD

#### 8. Changes to our privacy policy

Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail.

#### 9. How to make a complaint

To exercise all relevant rights, queries or complaints please in the first instance contact our DATA PROTECTION OFFICER MARK ROBERTS on 07714945278.

If this does not resolve your complaint to your satisfaction, you have the right to lodge a complaint with the [Information Commissioners Office](https://ico.org.uk/global/contact-us/email/) on 03031231113 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, England