

# PRIVACY POLICY

10 May 2020

In line with our commitment to best practice around data protection, and in accordance with General Data Protection Regulation (GDPR), please find below clarification of our personal data privacy policy.

## WHAT INFORMATION WE COLLECT

In order to provide our project services, Green Man Gardens Landscaping & Design collects information you voluntarily provide to us by corresponding with us by phone, e-mail, or via our website contact form. The information you give us may include your name, address, e-mail address and phone number.

You are welcome to ask for details to be supplied, corrected/updated or removed at any time and we will do this in a timely manner. We are required to retain records of financial invoices for a minimum of seven years, for accountancy and audit purposes.

## THIRD PARTIES

We do not share the personal data of our contacts with any third parties unless it is specific to our project services (e.g. specialist contractors such as electricians, environmental experts etc.) Information is only shared for project-related purposes and with the specific consent of those involved.

## SECURITY

We take the care of your data seriously and have appropriate physical and electronic procedures in place to safeguard the data we collect. Your data can only be viewed by the company Director. By providing us with your personal data, you consent to this arrangement. Should we suspect a personal data breach at any time, we will notify you in accordance with legal requirements.

## COOKIES ON OUR WEBSITE

Like most websites, this site uses 'cookies' - small data files that are downloaded to your device to help the site provide a better browsing experience and provide anonymous tracking data to third party applications such as Google Analytics. We use cookies to collect information on how visitors are using our website and which pages are visited most often. This helps us to better understand how we might make improvements to our website. We do not store information in these cookies which can be used to personally identify our visitors. If you prefer to disable cookies on this site and on others, the most effective way to do this is to disable cookies in your browser. Consult the 'Help' section of your browser.

## CONTACT

The registered office of Green Man Gardens Landscaping & Design is:

173 Monks Road  
Exeter  
EX4 7BQ

You can also contact us with queries on data protection issues, via email on **[daniel@greenmangardensdevon.co.uk](mailto:daniel@greenmangardensdevon.co.uk)** or by calling **01392 975 540**.

Should you have a complaint about our data practices, we will do our best to resolve your concern. You also have the right to contact the Information Commissioner's Office at any time: **[www.ico.org.uk](http://www.ico.org.uk)**