

FINCH GARDEN DESIGN

Privacy Policy

Updated 26.06.2023

We currently collect and process the following information:

- NAME, EMAIL ADDRESS, POSTAL ADDRESS, PHONE NUMBERS

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- This information is given to Jackie directly by you and is collected so we can contact you as needed. It is not shared with anyone else.

You are able to remove consent at any time by contacting us.

How we store your personal information

Your information is securely stored.

- We keep NAMES, EMAIL ADDRESS, POSTAL ADDRESS, PHONE NUMBERS
- Information is kept for the duration of the work undertaken, and afterwards with your permission if needed.
- We will then dispose of your information by deleting all information.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us.

You can also complain to the ICO if you are unhappy with how we have used your data.

CONTACT DETAILS

Contact: JACKIE FINCH

Address: 41 THE STREET, HINDRINGHAM, FAKENHAM, NORFOLK NR21 0PR

Phone Number: 07776292211

E-mail: jackie@finchgardendesign.co.uk

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>