

PRIVACY POLICY

Rachel Bailey Garden Design Ltd. ("**we**", "**us**", "**our**") is committed to protecting and respecting your privacy. This Privacy Policy ("**Policy**") sets out the basis on which the personal data collected from you, or that you provide to us 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.

For the purpose of the General Data Protection Regulation ("**GDPR**", from the GDPR implementation date) or, until GDPR implementation date, the Data Protection Act 1998, (collectively the "**Data Protection Laws**") the Data Controller is Rachel Bailey Garden Design Ltd. Data Processors are employees and freelance designers contracted by Rachel Bailey Garden Design Ltd.

YOUR PERSONAL INFORMATION

The information that we collect and store from you is as follows:

- (1) NAME and ADDRESS on quotes and invoices will be stored on a personal computer, a portable hard drive, and on the cloud along with your garden designs, photos of your garden and associated documents. These will be filed under a project number and usually the first line of your address.
- (2) TELEPHONE NUMBER (home and/ or mobile number) may be stored with your name on a mobile phone address book and in a spreadsheet associated with your project folder, which may be backed up to the cloud.
- (3) EMAIL ADDRESS and EMAIL CORRESPONDENCE will be stored with your name on our email server.

The PC, portable hard-drive and icloud are all password protected and only accessible by Us.

If your personal information changes, please contact us by email and we will update our records accordingly.

LAWFUL BASIS AND PURPOSES OF PROCESSING

Your personal details will only be used to contact you for the purpose of completing specific tasks before entering into a contract or for the purpose of the project we have been contracted for. They will not be used for marketing of any kind.

DISCLOSURE OF PERSONAL INFORMATION

Your personal details will only be used by Rachel Bailey Garden Design Ltd. unless you ask Us to share your personal data, eg to arrange a meeting with a landscape contractor or for delivery of plants.

HOW LONG WE KEEP YOUR PERSONAL DATA

Generally your personal information (Name, address and contact details) will be held for seven years from the end of the project, in line with legal and tax requirements, unless you are happy for us to keep in touch. We will ask you for written (email) consent to 'keep in touch'.

YOUR RIGHTS

Under the GDPR you have a number of important rights free of charge. In summary, those include rights to:

- access to your personal data that this policy is already designed to address
- require Us to correct any mistakes in your information that We hold
- require the erasure of personal data
- receive the personal data concerning you which you have provided to Us in a structured, commonly used and machine-readable format and have the right to transmit those data to a third party under certain situations.

For further information on each of those rights, including the circumstances in which they apply, see the [Guidance from the UK Information Commissioner's Office \(ICO\) on individuals rights under the General Data Protection Regulation.](#)