



## PRIVACY POLICY

This Privacy Policy sets out how **Kings Landscapes** uses and protects any information that you give us and we are committed to ensuring that your Privacy is protected. Should we ask you to provide certain information by which you can be identified then you can be assured that it will only be used in accordance with this Privacy Statement.

**Kings Landscapes** keeps our Privacy Policy under regular review and was last updated 23 May 2018.

### What Information do we collect?

- Name, address (either business or personal)
- Job Title (where appropriate)
- Contact Information including email address

### How do we Use your information?

- To fulfil contractual obligations
- To provide quotations and costs for our services
- Informing you of our services
- Internal record keeping
- We may need to share your details with a Third Party to facilitate deliveries of materials/goods to fulfil our contractual obligations

### Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect. We have a system of retention periods in place to ensure that your information is only stored whilst it is required for the relevant purposes or to meet legal requirements. Where your information is no longer required we will ensure it is disposed of in a secure manner.

## Controlling your Personal Information

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

You may request details of personal information which we hold about you under the Data Protection Act 1998

If you believe that any information we are holding on you is incorrect or incomplete, please write to Kings Landscapes, Kings Chase, Weare Street, Ockley, Surrey RH5 5JA or email [info@kingslandscapes.co.uk](mailto:info@kingslandscapes.co.uk) as soon as possible. We will promptly correct any information found to be incorrect.

If you are unhappy with how we have handled your data, you may complain to us at any time. You also have the right to complain to the Information Commission whose details can be found (along with more information on your rights) at (<https://ico.org.uk>).