



Blackwood Gardens - Privacy Policy

Blackwood Gardens is a data controller in respect of any information you provide or that is obtained by Blackwood Gardens in its dealing with you which may be held on Blackwood Gardens computers or paper files

The type of personal information we collect:

We currently collect and process the following information:

- Personal identifiers including, name, address and contact details of clients/potential clients
- Images of the property

How we get the personal information and why we have it:

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

- To be able to write design proposals
- Design gardens and organise implementation to deliver the service

We use the information that you have given us in order to complete the design and build of your garden. We may share this information with organisations to be able to order materials or invite selected contractors to quote.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting us directly

or

(b) We have a contractual obligation.

How we store your personal information

Your information is securely stored at Blackwood gardens business address (as above)

We keep this personal information for the duration of the project and thereafter for 3 year time period. We will then dispose your information by shredding any paper copies of design files/ notes and deleting any computer files.



Blackwood Gardens

35/5 Lauriston Gardens

Edinburgh

EH3 9HJ

blackwoodgardens.co.uk

blackwoodgardens@gmail.com

Mobile: 07879645495

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 at blackwoodgardens@gmail.com 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.

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>