

# **ROD TOOTELL LTD**

## **Privacy Policy**

At Rod Tootell Ltd we are committed to respecting and protecting our clients privacy. Specifically we would never sell, rent or trade email lists with other businesses for marketing purposes. This policy clarifies how we collect personal information, how it is used, the conditions under which we may disclose it to others and how we keep it secure.

### **Information we collect**

The legal basis for collecting data is the contractual necessity of fulfilling garden works contracts we have agreed with you. With your agreement we take name, address, telephone and email details for accounts purposes and for communicating with you in order to plan and complete contracts.

### **Cookies**

We do not collect cookies to track your visits on our website.

### **How we use personal data**

The main purpose of the information we collect is to fulfil the contracts agreed, to communicate and plan during the works and complete accounts as legally required. These details will only be given to another party for deliveries or specialised sub-contractors who are involved in the contractual work and will have their own Privacy Policy.

We do not share this data with other companies or businesses for marketing.

We do not use your details for marketing purposes. Should we wish to in the future we would seek your permission first.

### **Data security**

We take great care to store all client details on a secure server. All transfer of data to an outside system is done on secure channels. Other organisations, who we work closely with and are not normally involved in data processing, may come in contact with data in the course of system servicing and accounts processing. They will also have similar Privacy policies.

### **Your rights**

You have the right to access, change or have the data about you removed from our system in accordance with the General Data Protection Regulation(GDPR of 2018). You may request a copy of the data we're holding about you and information about the way we process it.

You have the right to withdraw consent at any time.

You may request to have all your data stored with us deleted. However due to legal requirements, data related to financial transactions are kept on record for a period of 5 years.

Email any requests to Jane Tootell at [rbtootell@aol.com](mailto:rbtootell@aol.com).

### **Changes to this Privacy notice**

Our Privacy policy may be updated from time to time and can be viewed on our website at [www.rodtootell.com](http://www.rodtootell.com)