

Privacy notice

Introduction

Mgs Landscapes Known as Mgs here after, General data Protection Regulation (GDPR)

- . At Mgs we take your privacy seriously.
- . The personal information we receive from you will be minimal, example would be Name, Address, Post code, Telephone numbers and on occasions your email address.
- . Please take time to read this policy carefully and if you have any questions or concerns please contact us.

You can contact us at:-

**Mgs Landscapes
18 Spencer Road
Rendlesham
Woodbridge
Suffolk
IP12 2TJ**

Or telephone

**Robert Cattermole
01394 420921**

What information do we collect?

- . We collect your personal data (Name, Address, Post code, Telephone numbers and on occasions your email address) When you contact us.
- . We may give your address for delivery purposes to one of our suppliers.
- . We do not collect personal data from third parties.
- . We do not collect personal financial data from our customers.

How do we use personal information?

The only time we will use your information is to contact you personally.

- . To arrange meetings and discuss the job
- . For deliveries
- . For invoicing

What legal basis do we have for processing your personal data?

We only ask for consent to use the minimal amount of personal data from yourselves , for reasons listed above under **How we use your personal information**

When do we share personal data?

We will treat all personal data confidentially and only share this information with our suppliers for deliveries purposes.

How do we secure personal data?

- . All personal data is stored on an external computer drive and is removed from computer after each use.
- . There is some personal data kept on paper files and stored on the premises.

How long do we keep personal data for?

- . We only keep information on the computer as long as we are working for you. Information on paper is kept for seven years for purposes of H.M Customs and Revenue.
- . All computer files are removed totally and paper files are shredded once they are no longer required.

Your rights in relation to personal data

Under the GDPR, we respect the right of data subjects to access and control their personal data. You have the right to access your personal information. To make corrections and have your information deleted. You have the right to withdraw your consent at anytime. If at any time you are not happy with our policy you may contact me on the information below. You also have the right to lodging a complaint with the Information Commissioner's Office

How to contact us?

Write to:-

Robert Cattermole
18 Spencer Road
Rendlesham
Woodbridge
Suffolk
IP12 2TJ

Telephone:-

01394 420921
07753431592

Email:-

bobcat63@hotmail.co.uk