



# FINDWILLOW

Fine Quality Landscape & Building

WALNUT HILL NURSERIES, WALNUT HILL ROAD, GRAVESEND, KENT DA13 9HL

TELEPHONE: (01474) 708106 / 704859 FACSIMILE: (01474) 703732

EMAIL: [office@findwillow.co.uk](mailto:office@findwillow.co.uk) WEB: [www.findwillow.co.uk](http://www.findwillow.co.uk)

## GDPR: Data privacy notice

FINDWILLOW LTD. ("We") are committed to protecting and respecting your privacy.

This policy (together with our terms of use and any other documents referred to on it) sets out the basis on which any personal data we collect 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.

The rules on processing of personal data are set out in the General Data Protection Regulation (the "GDPR").

### 1. Definitions

**Data controller** - A controller determines the purposes and means of processing personal data.

**Data processor** - A processor is responsible for processing personal data on behalf of a controller.

**Data subject** – Natural person

### Categories of data: Personal data and special categories of personal data

**Personal data** - The GDPR applies to 'personal data' meaning any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier (as explained in Article 6 of GDPR). For example name, passport number, home address or private email address. Online identifiers include IP addresses and cookies.

**Special categories personal data** - The GDPR refers to sensitive personal data as 'special categories of personal data' (as explained in Article 9 of GDPR). The special categories specifically include genetic data, and biometric data where processed to uniquely identify an individual. Other examples include racial and ethnic origin, sexual orientation, health data, trade union membership, political opinions, religious or philosophical beliefs.

**Processing** - means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

**Third party** - means a natural or legal person, public authority, agency or body other than the data subject, controller, processor and persons who, under the direct authority of the controller or processor, are authorised to process personal data.

### 2. Who are we?

Findwillow Ltd is the data controller. This means we decide how your personal data is processed and for what purposes. Our contact details are: [office@findwillow.co.uk](mailto:office@findwillow.co.uk) 01474 708106. For all data matters contact our offices on the previous email address or telephone number.

### 3. The purpose(s) of processing your personal data

We use your personal data for the following purposes:

- To maintain our own accounts and records.
- To inform individuals of news, events or activities.



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## 4. The categories of personal data concerned

With reference to the categories of personal data described in the definitions section, we process the following categories of your data:

- Personal data, email, address, telephone number.

We have obtained your personal data from, enquiries through our website, telephone, or email.

## 5. What is our legal basis for processing your personal data?

### a) Personal data (article 6 of GDPR)

#### Our lawful basis for processing your general personal data:

Consent of the data subject; this applies if you have said that you would like to join our mailing list.
Processing necessary for the performance of a contract with the data subject or to take steps to enter into a contract (goods and services by us to you).
Processing necessary for compliance with a legal obligation. We maintain records for tax purposes.
Processing necessary for the purposes of the legitimate interests of the data controller or a third party, except where such interests are overridden by the interests or fundamental rights or freedoms of the data subject. We keep records of work done and services provided in connection with and insuring our business and dealing with matters which may be raised in the future.

More information on lawful processing can be found on the [ICO website](#).

## 6. Sharing your personal data

Your personal data will be treated as confidential, and will not be shared with any other business except to the extent necessary with our accountants and any other professional advisors.

## 7. How long do we keep your personal data?

We keep your personal data for no longer than reasonably necessary, for purposes as referred to in point 5 above, examples include in case of any complaint or legal claim.



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## Providing us with your personal data

We require your personal data as it is a requirement necessary to enter into a contract.

### 8. Your rights and your personal data

We require your personal data if we need it to carry out a contract with you and you can give it to us if you wish to go on our mailing list.

### 9. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have rights with respects personal data including:

- The right to request a copy of the personal data which we hold about you;
- The right to request that we correct any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary to retain such data;
- The right to request that we provide you with your personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable i.e. where the processing is based on consent or is necessary for the performance of a contract with the data subject and where the data controller processes the data by automated means);
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable i.e. where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics).

### 10. Changes to our privacy policy

Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to our privacy policy.

### 11. How to make a complaint

To exercise all relevant rights, queries or complaints please in the first instance contact our office:  
[office@findwillow.co.uk](mailto:office@findwillow.co.uk) or 01474 708106

If this does not resolve your complaint to your satisfaction, you have the right to lodge a complaint with the [Information Commissioners Office](https://ico.org.uk/global/contact-us/email/) on 03031231113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, England.