



No.30 DESIGN STUDIO
GARDENS | LANDSCAPES | CGI

No.30 Design Studio Privacy Policy

Our contact details

Name: Sara Edwards

Website: www.no30design.co.uk

Phone Number: 07572967555

E-mail: info@no30design.co.uk

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts, and characteristics (for example, name and contact details)
- Email and telephone numbers

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:

- Because you have contacted us to enquire about our services, or work

We use the information that you have given us in order to contact you, and quote for prospective work you have enquired about, and undertake that work if instructed by you

We may share this information with third parties, for example Surveyors for surveying quotes, or landscapers for tendering, but only after your instruction

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

We have a contractual obligation.

How we store your personal information

Your information is securely stored.

We keep names and contact information for 7 years. We will then dispose your information by removing all information from our CRM system.

Date: 15/06/2022



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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 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 info@no30design.co.uk 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 at info@no30design.co.uk

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>

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