

Craignish Nursery Privacy Notice

Our contact details

Name: Bob Goudy

Address: Craignish, Ardfern, Argyll, PA31 8QS

Phone Number: 01852 500 670

E-mail: bob@craignishnursery.co.uk

What type of information we have

We currently collect and process the following information:

- Name and contact details

How we get the 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 allow us to trade with you, and to send you our surplus lists

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

- Your consent. You are able to remove your consent at any time. You can do this by contacting us – details above.

What we do with the information we have

- We use the information that you have given us in order to allow us to trade with you, and to send you our surplus lists

We will never share this information with anyone.

How we store your information

Your information is securely stored in a secure paper data base, on a secure password protected computer, and on a password protected marketing software platform (Mailchimp).

We keep your information for as long as Craignish Nursery continues to trade or until you withdraw your consent.

We will then dispose your information by shredding any paperwork, and permanently delete your information from any electronic storage.

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 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 information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal data in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the 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 if you wish to make a request:

Name: Bob Goudy

Address: Craignish, Ardfern, Argyll, PA31 8QS

Phone Number: 01852 500 670

E-mail: bob@craignishnursery.co.uk

How to complain

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