

Jane Kenny Privacy Notice

My contact details:

Jane Kenny

22 Holmesdale Road, Teddington, TW11 9LF

Tel: 0208 977 5217 E-mail: info@bornflower.co.uk

Date privacy notice completed: 26 April 2023

The type of personal information I collect:

I currently collect and process the following information:

- Personal identifiers, contacts, and characteristics (for example, name and contact details)
- Name, address, telephone numbers, email addresses.

How I get the personal information and why I have it:

Most of the personal information I process is provided to me directly by you for one of the following reasons:

- I use the information that you have given me to contact you and collect and execute a garden design brief.
- I may share this information with prospective landscape contractors and suppliers.

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

- Your consent. You can remove your consent at any time. You can do this by contacting Jane Kenny at the address above.
- We have a contractual obligation.

What I do with the information I have:

- I use the information that you have given me to help you design your garden.

I do not share this with anyone except with your explicit permission.

How I store your personal information:

Your information is securely stored at my place of work on paper, in e-mails and occasionally electronically in documents.

I keep your data while I am working as a garden designer, but you may ask me to delete it at any time.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask me for copies of your personal information.

Your right to rectification - You have the right to ask me to rectify personal information you think is inaccurate. You also have the right to ask me to complete information you think is incomplete.

Your right to erasure - You have the right to ask me to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask me to restrict the processing of your personal information in certain circumstances.

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

Your right to data portability - You have the right to ask that I 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, I have one month to respond to you.

Please contact me at: 22 Holmesdale Road, Teddington, Middlesex TW11 9LF, 0208 977 5217, bornflower.co.uk if you wish to make a request.

How to complain:

If you have any concerns about my use of your personal information, you can make a complaint to me at

info@bornflower.co.uk 07913684141

22 Holmesdale Road, Teddington, Middlesex TW11 9LF

You can also complain to the ICO if you are unhappy with how I have used your data.

Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Helpline number: 0303 123 1113 ICO website: <https://www.ico.org.uk>