



PRIVACY NOTICE

Iron Orchid Landscapes is committed to protecting the privacy and security of your personal information. This notice explains how we put that commitment into practice. It describes how we collect personal information about people, who through various reasons, we come into contact with. This includes visitors to our website, customers, and people who may be interested in working with us. This notice explains the types of personal information we hold and how that information is used.

Iron Orchid Landscapes is responsible for deciding how we hold and use personal information about you. We are required to notify you of the information contained in this privacy notice.

It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

PRINCIPLES OF DATA PROTECTION

In the performance of our business we will comply with data protection law. This means that the personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you, and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.

5. Kept only as long as necessary for the purposes we have told you about.
6. Kept securely.

THE KIND OF INFORMATION WE HOLD ABOUT YOU

Personal data that we may collect from you will usually include contact details such as your title, name, address, telephone number and e-mail address. If you have contacted Iron Orchid Landscapes with a view to work with us, the information that is provided on your CV or application form will be held. We will also record any marketing preferences (opt in/opt out).

From time to time we may collect sensitive personal data, for example any particular requirements due to disabilities and the need for specific access.

HOW YOUR PERSONAL INFORMATION IS COLLECTED

We collect information from you when you contact us to start discussing possible work. In undertaking any work with us, we will collect certain information to enable us to fulfil the contract. We may also collect personal information when you contact us directly, by telephone, email or through social media.

You might also provide personal information to us when you visit Iron Orchid Landscapes, or if you contact us in any other way such as by writing to us, or by text message.

We will also collect information when you apply to work with us; any new employees will be required to provide certain personal information to enable us to complete employment contracts.

HOW WE USE PERSONAL DATA

We will only use your personal information when the law allows us to; and we will only use your personal information to fulfil our contractual obligations to you. To achieve this we may contact you with regards to the services you have requested from us, to process payments in connection with these services, for administrative purposes, to process a job application or to tell you about matters relevant to our services. We may also use your personal information in response to any communication you may have with us.

From time to time we may use your personal information to send you news, updates and promotional offers, but will usually only do so where you have actively agreed or asked to receive such information, or if we are sending you information about services similar to those you may have received from us before.

If you wish to stop receiving marketing information from us, please inform us of this as we do not wish to send you information you do not want to receive. In the event that we email you, there will be a link available to click on to opt out of receiving any further marketing or emails from us.

In some cases we may use your personal information to pursue legitimate interests of our own, provided your interests and fundamental rights do not override those interests. In other circumstances we may be required to process your information by law, e.g. for the prevention of fraud or crimes, or if it is necessary to protect your interests or those of another person.

SECURITY AND STANDARDS

We take data protection very seriously, and in compliance with the GDPR we have taken reasonable steps to safeguard your information. We use secure IT systems to hold and protect your information, and have measures in place to keep our servers secure. We have written policies on the protection of your personal data, and have also limited who has access to the personal information that we hold in order to prevent any breach of data protection.

CHANGE OF PURPOSE

We will only use your personal information for the purposes for which you provided it, unless we reasonably consider that we need to use it for another reason and that that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

DATA SHARING

We may have to share your data with third parties, including third-party service providers. This will usually be in pursuit of the administration of our business, for example where we may use third party HR or accounting services.

We require third parties to respect the security of your data and to treat it in accordance with the law at all times. Your personal information will not be transferred outside of the EU.

DATA RETENTION

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data. We also consider the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data, and whether we can achieve those purposes through other means, and the applicable legal requirements.

YOUR RIGHTS IN CONNECTION WITH PERSONAL INFORMATION

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you, and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us to continue processing it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact us with a written request either by post or electronically.

RIGHT TO WITHDRAW CONSENT

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please email us at info@ironorchid.co.uk. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

CHANGES TO THIS PRIVACY NOTICE

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

CONTACT DETAILS

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www.ironorchid.co.uk