



## Iron Orchid Landscapes Privacy Policy

### **Our contact details**

Name: Iron Orchid Landscapes

Address: Paradise Cottage, Bridge, Constantine, Cornwall

Phone Number: 01326 340823

E-mail: [info@ironorchid.co.uk](mailto:info@ironorchid.co.uk)

This notice was updated on 26<sup>th</sup> July 2022

### **The type of personal information we collect**

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (name and contact details, including email address and phone number)
- Employee data (name and contact details)

### **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:

- You have requested us to contact you with regards to potentially working on your behalf

We use the information that you have given us in order to contact you to arrange discussions about potential work; we also retain this information for the purposes of contacting you when work does go live.

We do not share this information with anyone who does not work for or on behalf of Iron Orchid Landscapes.

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

- (a) Your consent. You are able to remove your consent at any time. You can do this by contacting [info@ironorchid.co.uk](mailto:info@ironorchid.co.uk)**

### **How we store your personal information**

Your information is securely stored.

We keep your name, address and contact details for two years if not used on a regular basis. We will then dispose your information by removing the information from our company computers by deletion.

## **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 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 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@ironorchid.co.uk](mailto:info@ironorchid.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@ironorchid.co.uk](mailto:info@ironorchid.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>