



Privacy Notice

Introduction

Katie's Green Gardening Ltd ("we", "our", "us") is committed to protecting and respecting your privacy. This Privacy Notice explains how we collect, use, and safeguard your personal data in compliance with the General Data Protection Regulation (GDPR).

1. Who We Are

Katie's Green Gardening Ltd is a gardening and landscaping business. We collect and process personal data to provide our services to customers and manage our employees.

2. Data We Collect

Customer Data:

- **Personal Identification Information:** Name, address.
- **Access Information:** Keysafe codes (where applicable).
- **Contact Information:** Email address, phone number (not accessible to employees).

Employee Data:

- **Personal Identification Information:** Name, address.
- **Employment Information:** Contact details, employment records.

3. How We Use Your Data

For Customers:

- To provide and manage our gardening and landscaping services.
- To communicate with you regarding appointments, services, and updates.
- To manage access to your property safely and securely.



- To coordinate the delivery of materials such as timber, compost, and topsoil to your address (without sharing your name).

For Employees:

- To manage employment contracts and responsibilities.
- To ensure the secure processing and management of customer data.

4. Legal Basis for Processing Data

We process personal data based on the following legal grounds:

- **Performance of a Contract:** To provide services to our customers and manage employment contracts.
- **Legitimate Interests:** To communicate with customers and ensure the efficient operation of our business.
- **Consent:** Where applicable, we obtain your consent for specific data processing activities.

5. Data Sharing and Security

Sharing Data:

- We share customer addresses (not names) with our suppliers for the sole purpose of delivering materials necessary for our gardening and landscaping services.
- We do not share your personal data with other third parties except when necessary to provide our services or comply with legal obligations.

Data Security:

- Customer data is accessed via a secure app (Connecteam) by employees.
- Employees use strong, unique passwords or biometric authentication for their devices.
- Devices must enable automatic software updates to ensure the latest security patches are applied.



- In case of any data breaches, we will notify affected individuals and the Information Commissioner's Office (ICO) as required.

Connecteam Privacy Notice: For detailed information on how Connecteam handles data, please refer to their [Privacy Notice](#).

6. Your Data Protection Rights

You have the following rights concerning your personal data:

- **Access:** You can request copies of your personal data.
- **Rectification:** You can request correction of inaccurate or incomplete data.
- **Erasure:** You can request the deletion of your data, under certain conditions.
- **Restriction:** You can request the restriction of data processing, under certain conditions.
- **Objection:** You can object to the processing of your data, under certain conditions.
- **Data Portability:** You can request the transfer of your data to another organization or directly to you, under certain conditions.

To exercise these rights, please contact us at:

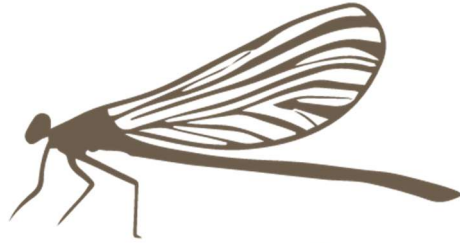
Katie's Green Gardening Ltd
69 Teignmouth Road, Clevedon, BS21 6DW
katiegreengardening@gmail.com
07739 477 399

7. Changes to This Privacy Notice

We review our privacy policy regularly and will place any updates on this webpage. This Privacy Notice was last updated on 13/07/2024.

8. How to Contact Us

If you have any questions about this Privacy Notice, the data we hold on you, or to exercise one of your data protection rights, please do not hesitate to contact us.



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9. How to Contact the Appropriate Authority

Should you wish to report a complaint or if you feel that we have not addressed your concern in a satisfactory manner, you may contact the Information Commissioner's Office (ICO).