

Advanced Arboriculture

Privacy Notice



Company No:
11048651
VAT No:
282 8796 45

Our contact details:

Name: Advanced Arboriculture

Address: Venmore Barn, Woodbury, Exeter, Devon EX5 1LD

Phone Number: 01395 239002

E-mail: office@advancedarb.com

The type of personal information we collect:

We currently collect and process the following information from our clients:

- Name
- Email address
- Telephone number
- Address
- Photography of site visits

We currently collect and process the following information from our employees and contractors:

- Name
- Date of birth
- Email address
- Telephone number
- Address
- Bank details
- Next of kin information

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:

- To allow us to visit a location and carry out our work
- To communicate with clients about the work we are carrying out

We also receive personal information indirectly, from the following sources:

- Developers
- Architects
- Project Managers

We do not share this information with any other organisations or individuals.

Date: 21/04/2023

Advanced Arboriculture

Privacy Notice



Company No:
11048651
VAT No:
282 8796 45

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information is that **we have a legitimate business interest**.

How we store your personal information:

Your information is securely stored in the cloud using google workspace.

We keep all personal information for six years. We will then dispose your information by disposing of hard copies and deleting all electronic data.

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 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 **Advanced Arboriculture, Venmore Barn Woodbury, Exeter EX5 1LD** 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 **Advanced Arboriculture, Venmore Barn Woodbury, Exeter EX5 1LD**

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

Date: 21/04/2023

Advanced Arboriculture

Privacy Notice



Company No:
11048651
VAT No:
282 8796 45

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>