

## PRIVACY POLICY

Please read the following policy to understand how we will treat the information, which you give to us when you use our site. If you have any concerns or queries in relation to this policy, please contact us and we will be happy to answer your questions.

### Your Data

G&R Tree Surgeons takes the privacy of our visitors' data very seriously. We are required to comply with the requirements of the Data Protection Act 1998 in relation to the processing of any personal data we obtain from you. This Privacy Policy will tell you up front how we plan to use the information we collect about you via the G&R Tree Surgeons website so that you can decide whether or not to provide it to us and are aware of exactly how your data will be used.

### What personal data is collected and what information is required?

Your personal data is data that allows others to identify you. It may include, by way of example, your name, an address or email address.

### How is the data collected?

G&R Tree Surgeons may collect data (which may include personal data about you) by explicit data capture measures, for example by completing surveys.

We may also use Cookies in order to collect information about you. Cookies are small files, which are sent to your browser and stored on your computer's hard disc. If you have visited the G&R Tree Surgeons site, your computer will store an identifying code in the cookie, which means that your preferences will be remembered each time you return to the site. Other than this, we do not store any other information in the cookie or use it for any other purpose.

### What do we do with your personal information?

The information which we collect from you on the G&R Tree Surgeons site will be used by us in order to allow you access to view information on our products and applications, to allow us to provide relevant content to you. Some of the information which we request from you will be used to provide you with tailored access to content and applications which may be of special interest to you and your company.

We may disclose your information as required by law or to certain carefully selected third parties, such as members of our own group or our professional advisers who



VAT Registration No: 504 6169 60

# G&R TREE SURGEONS

ARBORICULTURAL SERVICES

Established 1984

are bound by confidentiality codes. We do not sell, rent or trade your personal information to third parties for marketing purposes. However, we may use the information which we hold to contact you directly in order to inform you from time to time of products or other information which we think may be of particular interest to you. If you do not wish us to use the data which you have provided in this way, please don't hesitate to contact us by letter to G&R Tree Surgeons, Studio House, Delamare Road, Cheshunt, Herts EN8 9SH.

## **How can you correct any inaccuracies in your information?**

You have the right to have any personal data which we hold on you kept accurately and up to date. In addition, you have the right to be informed about any personal data which we hold on you. If you request access to that information, we may request a small fee to cover our administration charges.

## **Contact Us**

G&R Tree Surgeons maintain strict security procedures in the storage and disclosure of all customer or visitor information.

If you have any concerns or questions about privacy, please do contact us or write to: G&R Tree Surgeons, Studio House, Delamare Road, Cheshunt, Herts EN8 9SH. We may update this Privacy Policy from time to time to respond to changing legal regulations or business concerns in which case we will post a copy on our website.