

Front 2 Back landscapes privacy policy

Front 2 back landscapes are committed to protecting and respecting your privacy.

This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

By visiting www.front2backlandscapes.co.uk you are accepting and consenting to the practices described in this policy. This also applies to customers who telephone us or email.

Information We May Collect From You

We may collect and process the following data about you:

- **Information you give us.** You may give us information about yourself by filling in forms on our website or by corresponding with us by phone, e-mail or otherwise. The information you give us may include your name and/or company name, address, e-mail address and phone number.
- **Information we receive from other sources.** We may receive information about you if you use any of the other websites i.e. yell.com or Facebook this information will be according to this policy

Reasons we need your Information

We use information held about you in the following ways:

- to arrange an appointment for a quotation.
- to furnish you with a quotation/estimate.
- to undertake the quoted contract
- to invoice the quoted contracted
- to keep you informed throughout your project
- to offer you a follow up maintenance program

Sharing information

- To oversee your project or to aid our services we may share your information with a third party, this includes suppliers i.e. delivery address or sub contractors i.e. electricians, digger drivers, waste disposal etc
- Please note your information is never shared for marketing or advertising purposes.

Where and how long do we Store Your Personal Data

We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy. All information you provide to us is stored on:

- A private protected MacBook or iPhone

- Excess Paperwork will be shredded using a cross shredder and then burnt
- Necessary paperwork of accepted contracts will be kept in a locked filing cabinet for 2 years.
- Financial documentation i.e. invoices will kept for 7 years in a locked filing cabinet
- Unaccepted quotation will be deleted and shredded after 1 year from the quote date.

Your Rights

You have the right to ask us not to keep your information on file and you may request this by emailing front2backlandscapes@gmail.com

Changes to Our Privacy Policy Any changes we may make to our privacy policy will be updated Asap.