

**These new rules come into place on 25th May 2018 and concern the storage and use of people's personal data.**

**We are committed to protecting your personal data.**

**It is important that you read this privacy notice and if you have any questions regarding the policy please contact Perfect Ponds Plus by email to:**

**[garyoxl@gmail.com](mailto:garyoxl@gmail.com)**

**in writing to:**

***17 Erica Close***

***Banbury***

***Oxfordshire***

***OX16 1FX***

**or**

**by telephone: 07444902022**

**We advise you that in our dealings with you (the customer) we have information held in our office. This will include your Name, Address, Telephone Number and Email address.**

**This information is only used, by us, to send Estimates and Invoices to you, the customer.**

**Personal Data is processed according to the data protection principles.**

**These are:**

- **Collected only for specific legitimate purposes.**
- **Adequate, relevant and limited to what is necessary**
- **Processed lawfully, fairly and transparently.**
- **We ensure appropriate security, integrity and confidentiality.**
- **Stored only for as long as is necessary.**

**We are required to keep only information that is relevant to the work that we are undertaking for you.**

**When you give us personal information, we take steps to ensure that it is treated securely.**

**Sensitive information such as Credit/Debit card details – Destroyed (shredded) after use.**

**Paper copies of personal data are held under lock and key at the office.**

**We will only use your data for legitimate business reasons and all information will be collected and used fairly, stored safely and securely and NOT disclosed to any third parties. Any paper files are only accessible by our staff and our Accountant.**

**We will hold your personal data/information on our files/systems for as long as it is legally necessary.**

**All data is destroyed by means of secure on site shredding.**

**Transmissions over the internet (e.g. email) can never be guaranteed 100% secure. As a result, although we endeavor to protect your personal information, we cannot guarantee the security of**

**any information you transmit to us and is at your own risk.**

**Once we receive your information we will endeavor to ensure security on our systems.**