

General Data Protection Regulation
Privacy Notice 2018

Under the new GDPR coming into force at the end of May 2018, I am required by law to document what personal information I receive from any potential and existing customers and any enquiries I receive.

When initial contact is made with Reef Landscapes, either via email website or by phone, I will take your name, address and a contact telephone number.

I am required to keep this information for legal and insurance purposes. All information is kept for a period of 7 years from initial communication after which it will be securely destroyed unless you are still a customer of mine. You do have the right to see any information I keep and you can request that any data be changed or securely destroyed.

I do not use the information for anything other than to contact you to discuss and works and to visit your property to supply you with a requested estimate.

I will not pass your personal information to any third party.

I will not use your personal information for any marketing purposes

Any information you have given me via text message on my mobile phone is accessible only by myself and my phone is locked with a security code and fingerprint recognition. You may request that these deleted once I have received them.

Any information stored on a laptop or tablet is only accessible again by myself with a secure password and pin.

Matt Walker
Trading as Reef Landscapes
Dated: Friday 25th May 2018