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Privacy Policy

www.gardeningbydesign.co.uk ("our site") is a site operated by Alison Marsden, Gardening By Design ("We"). To contact us, please email [alison.marsden@gardeningbydesign.co.uk](mailto:alison.marsden@gardeningbydesign.co.uk).

**1. APPLICATION OF THIS POLICY**

1.1 This policy applies to all products we supply whether these are services or digital content and whether these are supplied online or offline.

**2. THE INFORMATION WE COLLECT**

2.1 We collect personal information when you:

- (a) Engage in a discussion about the services we offer, in person over the telephone, by email or other electronic messaging.
- (b) Commission Social and Therapeutic Horticulture practical sessions, training or consultancy work.
- (c) Book a one-to-one gardening advice consultation
- (d) Book a gardening talk including on behalf of a society or group
- (e) Sign up to one of our mailing lists
- (f) Participate in an activity promoting our business and organised by a third party when they may pass information they collect onto us.

2.2 During the purchase of products and services we collect at most: name, email address, street address and telephone number.

2.3 If you sign up to one of our mailing lists we collect name and email address.

2.4 For any activity where information is passed to us by a third party details of the data collected and use will be provided in advance. This is not a regular or ongoing occurrence.

**3. HOW WE MAY USE YOUR PERSONAL INFORMATION**

3.1 We will use the personal information you provide to us on the legal basis of Contract:

- (a) to supply the products or services to you

3.2 We will use the personal information you provide to us on the legal bases of Consent and Legitimate Interest to email you general gardening and Social and Therapeutic Horticulture content and information about products and services offered by Alison Marsden, Gardening by Design if you:

- (a) receive products or services, with or without payment
- (b) subscribe to one of our mailing lists online or
- (c) give written permission to be added to one of our mailing lists

3.3 You may stop receiving general emails and newsletters at any time by contacting us or unsubscribing using the link in each email.

**4. SHARING INFORMATION**

4.1 We will only give your personal information to third parties where the law either requires or allows us to do so. We will not sell your personal information to another organisation.

**5. DATA PROTECTION**

5.1 We recognise the importance of protecting the privacy of the users of our website and our customers. Any personal data collected will be treated as confidential in line with all Data Protection legislation applicable to the UK at the current time.

**6. YOUR RIGHTS IN RELATION TO PERSONAL DATA**

6.1 You have the right to view and correct the personal data stored about you and to request deletion of the data unless we are legally required to retain it.

6.2 To make such a request please email [alison.marsden@gardeningbydesign.co.uk](mailto:alison.marsden@gardeningbydesign.co.uk)