

TREELINE SERVICES LTD

PRIVACY POLICY

Statement:

Treeline Services Ltd are committed to ensuring that your privacy is protected. Any personal data that you provide to this company will be recorded in line with our IMS (Integrated Management System) and in accordance with the GDPR (General Data Protection Regulations 2016). This policy will be subject to regular review.

We may collect the following information from you:

- Name
- Contact Details (address, email address, telephone etc.)
- Any other information that may be relevant at the point of enquiry/order

We require this information to successfully process your order, keep our records up to date and provide you with the best possible service.

We may also occasionally send promotional/marketing emails about new services/offers, or other information we think you may find beneficial or interesting. Should you wish to opt out from any promotional/marketing correspondence, please contact us in writing.

Treeline Services Ltd may pass on relevant personal information to third parties (i.e. an approved supplier/contractor) in order to work on behalf of this company and to assist with providing a smooth service. We may also pass on any relevant personal information to recover any monies owed to us for services we have undertaken.

Should you wish for your personal information to be removed from our database, please contact us in writing to request this. Removal of your personal information will be undertaken in accordance with our Control of Records Procedure and Control of Documents Procedure.

Should you find that the information we hold for you is inaccurate, please contact us and we will be able to promptly amend your details accordingly.

Personal information will not be kept on display whilst unaccompanied i.e. on a computer screen/job sheet. This will ensure that your personal information is kept private and secure.

Treeline Services Ltd's website (www.treeline.co.uk) uses 'cookies'. Website users who do not wish to have cookies on their computer(s) should set their browsers to refuse cookies prior to visiting our website.

Should you wish to direct a complaint to Treeline Services Ltd regarding the way your personal information is held, please contact us in writing or contact the ICO (Information Commissioner's Office).

In the event of a personal data breach, we will promptly report this information to the ICO.

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Contact Information:

Treeline Services Ltd
Chadhurst Farm
Coldharbour Lane
Dorking
Surrey
RH4 3JH
office@treeline.co.uk
01306741800

ICO (Information Commissioner's Office) – www.ico.org.uk