

GDPR Compliance Statement & Privacy Notice

Our Commitment

Four Oaks Nurseries Limited are committed to ensuring the security and protection of the personal information that we process, and to provide a compliant and consistent approach to data protection. We have always had a safe and effective data protection program in place which complies with existing law and abides by the data protection principles. However, we recognise our obligations in updating and expanding this program to meet the demands of the GDPR

We are dedicated to safeguarding the personal information under our remit and which is fit for purpose and demonstrates an understanding of the new Regulation. Our preparation and objectives for GDPR compliance have been summarised in this statement and include the development and implementation of new data protection roles, policies, procedures, controls and measures.

How We Have Prepared for the GDPR

We already have a consistent level of data protection and security across our organisation, however it is our aim to be fully compliant with the GDPR by 25th May 2018

- ***Policies & Procedures*** – revising data protection policies and procedures to meet the requirements and standards of the GDPR and any relevant data protection laws, including: -
 - ***Data Protection*** – our main policy and procedure document for data protection has been overhauled to meet the standards and requirements of the GDPR.
 - ***Data Retention & Erasure*** – we have updated our retention policy and schedule to ensure that we meet the ‘*data minimisation*’ and ‘*storage limitation*’ principles and that personal information is stored, archived and destroyed compliantly and ethically.
 - ***Data Breaches*** – our breach procedures ensure that we have safeguards and measures in place to identify, assess, investigate and report any personal data breach at the earliest possible time.
 - ***Subject Access Request (SAR)*** – we have revised our SAR procedures to accommodate the revised 30-day timeframe for providing the requested information and for making this provision free of charge
- ***Obtaining Consent*** – we have revised our consent process for obtaining personal data, ensuring that individuals understand what they are providing, why and how we use it. (see below)

How we use your information.

Process your orders, manage your account, inform you of our Open Days, send you our Catalogue, inform you of our rebate scheme. We will never sell / share your information with third parties.

Your Rights:

Under the GDPR, you have the right to:

request access to, deletion of or correction of, your personal data held by us at no cost to you;

request that your personal data be transferred to another person (data portability);

be informed of what data processing is taking place;

restrict processing;

to object to processing of your personal data; and

complain to a supervisory authority

GDPR Roles and Employees

Four Oaks Nurseries Ltd have designated **Karen Kelly** as our **Appointed Person**

If you have any questions about our preparation for the GDPR, please contact

Karen.Fouroaks@btconnect.com