

# Privacy Policy

The VGC Group is committed to protecting your privacy. This privacy policy explains how we use any personal information we collect about you when:

## You sign up for our newsletters

### What we collect

With your permission, the information we collect includes:

- Your name
- Your email address

### What we do with your information

- Your name and email address will be shared with Mail Chimp, our email marketing service provider, in order to send you our newsletter via email.
- A link to Mail Chimp's Privacy Policy is supplied on the sign up page to our website or you can view it [here](#).
- You may opt out of receiving our marketing emails at any time by clicking on the unsubscribe link on the bottom of our emails or emailing us at [admin@vgcltd.com](mailto:admin@vgcltd.com).

## You request us to contact you through the website, or for quotations and client contractual purposes

### What we collect and hold on file

- Your name
- Your address
- Your email address
- Your telephone number/s
- Your written quotation and project information

### What we do with this information

We may share this information with our suppliers, our installation teams, garden maintenance teams and our accountant in order to provide you with our products and services.

## **Your Rights**

- You have the right to request in writing a copy of the information we hold about you and to correct any inaccuracies in your information.
- You have the right to ask not to receive marketing material about our products and services.
- You have the right to complain to the Information Commissioner's Office (ICO) if you think there is a problem with the way we are handling your data.

*Your information will not be passed on to any third party marketing company.*

## **Links to other websites**

Our website may contain links to other websites. Please note that we do not have any control over these websites and are not responsible for the protection and privacy of any information you may provide whilst visiting such sites. Please refer to the privacy statement applicable to the website in question.

## **Changes to the Privacy Policy**

We reserve the right to make changes to this policy to ensure we are keeping up-to-date with current legislation. This Privacy Policy was last updated on 26<sup>th</sup> April 2018.

## **Useful Links**

[Online Dispute Resolution website](#) – an official website managed by the European Commission and dedicated to helping consumers and traders resolve their disputes out-of-court.

[Data Protection Act](#)

[Data Protection Act explained](#) – A simple explanation of the Act and your rights from the UK Government website

[Guide to the General Data Protection Regulation - GDPR guide on the Information Commissioner's Office website.](#)

VGC Group is committed to implementing the new GDPR legislation.