# **Privacy Policy**

# Privacy Notice and Cookies

Tozer Seeds respects your privacy when you use our services and is committed to complying with privacy legislation. This privacy notice has been updated to comply with The European Union's General Data Protection Regulation (GDPR) regulation which changes how companies use and process the personal data of European users. The information below is what is referred to as a 'Privacy Notice' which explains how we use and protect your personal data.

### What is Personal data

Personal data means any information which can identify and relate to a living person. This can also include information which, when put together with other information, can then identify a person

### Where it came from and what we hold:

Customer data has come from contact about our products via the Tozer Seeds website. This includes name, email address, telephone number and type of customer.

# Why we use your Personal data:

We collect this information to respond to your message on the Tozer Seeds website. On occasion we may want to send you marketing information regarding our products.

## Who we share your personal data with

Tozer Seeds does not pass on or sell information about our customers to any other business or organisation. The only exception to this is where we are legally obliged to do so to comply with a current judicial proceeding, a court order or legal process served on our website.

# How do we protect your personal data

We maintain reasonable administrative, technical and physical safeguards in an effort to protect against the loss, theft, unauthorised access, use, modification and disclosure of personal information in our custody and control. We will do what we can to make sure we hold personal records (on paper and electronically) in a secure way, and we will only make them available to those who have a right to see them.

# How long do we keep your personal data

We only keep your personal information as long as necessary for the purposes we collected it, or as otherwise required by law.

### Communications

Customers who no longer wish to receive promotional communications may opt-out of receiving these communications by clicking the link at the bottom of the correspondence or by emailing info@tozerseeds.com with unsubscribe in the subject line of the email.

### Contact Us

Feel free to contact us with any questions about our Privacy Notice, how we treat your personal information or to unsubscribe from an email or other marketing list. You may also access or update the personal information we have about you. Please email us at <a href="mailto:info@tozerseeds.com">info@tozerseeds.com</a> or write to us at the address below.

To protect your privacy, we will take reasonable steps to help verify your identity before granting access or making corrections.

Tozer Seeds, Pyports, Downside Bridge Road, Cobham KT11 3EH

# Your Privacy Rights

The law provides you with a number of rights to control the processing of your personal data:

- the right to be informed
- the right of access
- the right to rectification
- the right to erasure
- the right to restrict processing
- the right to data portability
- the right to object
- the right not to be subject to automated decision-making including profiling If you would like to request information held about you or makes changes to the data we have you can contact us at <a href="mailto:info@tozerseeds.com">info@tozerseeds.com</a>. Once a written request has been received, Tozer Seeds will act or respond within one month. If action is required, it will be taken by a company director.

Tozer Seeds can refuse or charge for requests that are manifestly unfounded or excessive. If we refuse a request, we will tell you why and explain that you have the right to complain to the supervisory authority for a judicial remedy. This will take place without undue delay and, at the latest, within one month.

#### Data breaches

Tozer Seeds is able to detect, report and investigate a personal data breach as it employs an IT company to oversee its technology. Alerts are in place.

Tozer Seeds is only required to notify the ICO (Information Commissioner's Office) of a breach where it is likely to result in a risk to the rights and freedoms of individuals – if, for example, it could result in discrimination, damage to reputation, financial loss, loss of confidentiality or any other significant economic or social disadvantage. Where a breach is likely to result in a high risk to the rights and freedoms of individuals, Tozer Seeds will notify those concerned directly.

## Data Protection by Design Protection Impact Assessments

A DPIA is required in situations where data processing is likely to result in a high risk to individuals, for example:

- · where a new technology is being deployed
- where a profiling operation is likely to significantly affect individuals
- where there is processing on a large scale of the special categories of data Consequently, Tozer Seeds has no current requirement to undertake a DPIA

### Data Protection Officer

Tozer Seeds does not require a Data Protection Officer (DPO) because we are not:

- a public authority
- an organisation that carries out regular and systematic monitoring of individuals on a large scale

•	an organisation that carries out the large scale processing of special categories
	of data, such as health records, or information about criminal convictions