

## Privacy Policy - Your Data and Cookies

Please read this privacy policy carefully

This privacy policy is between you, the user of this website, and the owner of this website AJ SPARKS LANDSCAPING AND MAINTENANCE LTD.

AJ SPARKS LANDSCAPING AND MAINTENANCE LTD takes the privacy of your information very seriously. This privacy policy applies to our use of any and all Data collected by us or provided by you in relation to your use of this Website.

The data we collect about you and what we use it for.  
Personal Information via website forms

When you fill out a form field on our website we will collect the information entered by you, such as:

Name

Contact Information, such as, email address, postal address and telephone numbers;

Marketing preferences, such as newsletter (only with your consent/opt-in).

When you enter this information we will only use this information to help inform you about our products/services, and/or help with your enquiry/product order, as requested/consented by you. We only store this data for a period of time we feel is necessary to help you with your enquiry, order, or future related enquiries. We treat your personal data with respect and do not pass this data on to third parties for their use, other than to facilitate a product order (i.e. give your address details to a delivery service) where applicable.

## Website browsing information via Cookies

We use website Cookies (a text file anonymously recording your activity on our website) to improve your experience when using this Website and to improve our range of services. We have carefully chosen these Cookies and have taken steps to ensure that your privacy is protected and respected at all times. You can choose to enable or disable Cookies in your internet browser. By default, most internet browsers accept Cookies but this can be changed. For further details, please consult the help menu in your internet browser. You can choose to delete Cookies at any time; however you may lose any information that enables you to access the Website more quickly and efficiently including, but not limited to, personalisation settings.

This Website may use the following Cookies:

### Analytics cookies

Analytics cookies anonymously track how you interact with our website, including where you came from, what you did on our site. This helps us information helps us improve user experience, website usability and content.

### Functionality cookies

These are used to recognise you when you return to our website. This enables us to personalise our content for you and remember your preferences.

## How we handle and secure your data

Data security is of great importance to AJ SPARKS and to protect your Data we have put in place suitable physical, electronic and managerial procedures to safeguard and secure Data collected via this Website. We endeavour to do our best to protect your personal Data. Our website uses SSL security encryption for data transferred between the server and the browser. However, transmission of information over the internet is not entirely secure and is done at your own risk. We cannot entirely ensure the security of your Data transmitted to the Website.

## How you should secure your data

If password access is required for certain parts of the Website, you are responsible for keeping this password confidential.

## Your access to your data and rights

You have the right to ask for a copy of any of your personal Data held by AJ SPARKS (where such Data is held). You can request that we amend or delete this data if necessary. If you are on our email marketing list and would like to be removed please contact us. Please contact us via email if you require any of these services: ashley@ajsparks.com

## Changes to this privacy policy

AJ SPARKS reserves the right to change this privacy policy as we deem necessary or as required by law. Any changes will be posted on this website and you are deemed to have accepted the terms of the privacy policy on your first use of the website following the changes.

## Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

