



APPLETON DEELEY LTD trading as APPLETONS

Landscape Architects and Environmental Consultants

DATA PROTECTION POLICY

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Landscape Architecture Ecology Environmental Planning & Assessment Arboriculture

appletons

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DOCUMENT CONTROL

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Document

Status	Description	Rev / date	By	Approved by	Issued to	Issue date	Comments
FINAL	Environmental Policy Statement	-	LAC	DA	Constuctionline	16.04.20	

Revisions to Final Document

Rev	Description	Rev date	By	Approved by	Issued to	Issue date	Comments

ENVIRONMENTAL POLICY REVIEWS

Review Date Scheduled for	Review completed	Revisions	Comments	Signed by	Designation
-	16.04.20	-	-	<i>R. A. Emine</i>	Director
16.04.21	18.04.21	-	-	<i>R. A. Emine</i>	Director
18.04.22	21.11.22	-	-	<i>R. A. Emine</i>	Director

APPLETONS

DATA PROTECTION POLICY STATEMENT

PRIVACY STATEMENT

This is the Privacy Statement of Appleton Deeley Limited trading as Appletons (referred to in this Privacy Statement as “we”).

When we refer to “you” in this Privacy Statement we are referring to each and every individual whose personal data we may collect and process in the course of our business.

We are committed to protecting your personal data. Please read the following privacy statement to understand how we use and protect your personal data.

1. Information that we collect from you

1.1 The personal data we collect will be the information that you provide and will include your name, address, phone numbers and email address and may also include information about you obtained from the e-mails, letters or other information you provide to us. We may also obtain personal data from publicly available services such as Companies House and credit reference agencies. We may also collect information about your usage of our website.

2. Basis for processing and use of your data

2.1 Where you enquire about becoming or where you become a client of ours, the basis for our processing of your personal data will be to enter into and perform the contract between you and us.

2.2 Where you sign up for one or more of our newsletters or correspondence, the basis for our processing of your personal data will be your consent which you will have given at that time - but will be free to withdraw at any time.

2.3 We may from time to time send you information about our company or other matters that we believe will be of interest to you. The basis for our processing of your personal data there will be legitimate interest and/or your consent.

2.4 We do not anticipate collecting any special category data but if we do we will process it only with your express consent.

3. Disclosure of your information

3.1 We may employ other companies to provide services for us. These companies will have access to the personal information needed to perform their functions and not for any other purpose.

3.2 If our business is merged with another business entity, your information may be disclosed to our new business partners or owners.

3.3 We may participate in joint marketing activities and events with third party service providers and your information may be disclosed to those third party service providers and to other delegates attending the event /activity attended by you.

3.4 We may disclose your details to credit reference agencies for the purpose of assessing your credit score where this is a condition of us entering into a contract with you.

3.5 Unless required to do so by law, we will not otherwise share, sell or distribute any of the information you provide to us without your consent.

4. Data security and retention

4.1 We employ appropriate IT data security measures including firewalls, virus scanning, computer and laptop and other devices are password protected to protect employees and

other third parties' personal data from access by unauthorised persons and against unlawful processing, accidental loss, destruction and damage.

4.2 We will retain your information for a reasonable period or as long as the law requires, taking into account the nature of the information and purpose for which it has been obtained and is used or held.

5. Changes to our Privacy Statement

5.1 Any changes to our Privacy Statement in the future will be posted to our website and, where appropriate, provided through e-mail notification.

6. Your consent

6.1 By registering with us to receive one of our email update services or booking on our seminars and workshops or instructing us in connection with any matter or using any service on our website, you consent to the collection, use and processing of your information under the terms of this policy.

6.2 We will record when and how your consent was provided. You may withdraw your consent at any time - just email info@appletons.ul.com

7. Your rights

7.1 You have the right to access information held about you and the right to request that information be deleted or corrected (as appropriate). You may also have the right to request that your information is transferred to another organisation. You can exercise these rights at any time by contacting us using the contact details set out below.

7.2 Questions, comments, concerns and requests regarding this Privacy Statement or our collection or use of your information are welcomed and should be addressed to the email address set out below.

7.3 The Information Commissioner's Office is the UK's supervisory authority for privacy and data protection matters - for more information visit www.ico.org.uk/concerns/

8. Our contact details

 You can contact us:

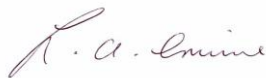
- by email at info@appletons.uk.com
- by telephone on 01204 393006;
- by post at Appletons, 17 Chorley Old Road, Bolton, Lancashire, BL1 3AD

We are Appleton Deeley Limited, trading as Appletons, registered in England with company no. 05397766,

registered office: 17 Chorley Old Road, Bolton, Lancashire, BL1 3AD

end

Signed:



Director: L A CRUICE

(on behalf of Appleton Deeley Ltd., trading as Appletons)

Date: 21st November 2022

WEBSITE TERMS, CONDITIONS, PRIVACY & COOKIE POLICIES

Welcome to our website. Appleton Deeley Limited (trading as Appletons) is a company registered in England and Wales. Registered number: 05397766. Registered office: 17, Chorley Old Road, Bolton, Lancashire, BL1 3AD.

The term 'Appletons, Landscape Architects and Environmental Consultants' or 'us' or 'we' refers to the owner of the website whose trading address is Appletons, 17, Chorley Old Road, Bolton, Lancashire, BL1 3AD.

The term 'you' refers to the user or viewer of our website.

If you continue to browse and use this website, you are agreeing to comply with and be bound by the following terms and conditions of use, which together with our [privacy](#) and [cookie policy](#) govern 'Appletons' relationship with you in relation to this website. If you disagree with any part of these terms and conditions, please do not use our website.

The use of this website is subject to the following terms of use:

- The content of the pages of this website is for your general information and use only. It is subject to change without notice.
- This website uses cookies to monitor browsing preferences. Please see the separate [Cookie Policy](#) section below for further information.
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Through this website you are able to link to other websites which are not under the control of Appletons. We have no control over the nature, content and availability of those sites. The inclusion of any links does not necessarily imply a recommendation or endorse the views expressed within them.

Every effort is made to keep the website up and running smoothly. However, Appletons takes no responsibility for, and will not be liable for, the website being temporarily unavailable due to technical issues beyond our control.

PRIVACY POLICY

This privacy policy sets out how Appletons uses and protects any information that you give Appletons when you use this website.

Appletons is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

What information we collect

We may collect the following personally identifiable information via website forms that you voluntarily submit including:

- First Name.
- Last name.
- Contact information including email address, postal and/or billing address and telephone numbers.
- IP address.
- Demographic and geolocations information such as postcode, preferences and interests.
- Other information relevant to providing you with requested services, preparing estimates, customer surveys and / or offers.

What we do with the information we gather

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping.
- We may use the information to improve our products and services.
- We may use the information understand your requirements and to ensure the service we offer you is safe and correct for your needs.
- We will not send promotional emails.
- We will not contact you for any market research purposes.
- We may use information you provide to customise the website according to your interests.

All data is protected in compliance with the General Data Protection Regulations 2018 (GDPR) in particular with Article 5 under the Data Protection Act 2018.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place reasonable suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

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.

Controlling your personal information

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

All information supplied to Appletons will be stored securely for an indefinite period. You can request a copy of all the information we hold about you by contacting us. You can also request we amend or delete any information we store about you, again please contact us to request this. You can write to us at: Appletons, 17, Chorley Old Road, Bolton, Lancashire, BL1 3AD.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or [contact us](#). We will promptly correct any information found to be incorrect.

COOKIE POLICY

How we use cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us. You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

Disabling cookies

Most web browsers automatically accept cookies, but if you prefer, you can edit your browser options to block them in the future. The 'Help' portion of the toolbar on most browsers will tell you how to prevent your computer from accepting new cookies, how to have the browser notify you when you receive a new cookie, or how to disable cookies altogether.

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You can learn more about cookies and how to adjust your browser's settings at www.allaboutcookies.org.

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UPDATES

Appletons may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes.

These Terms & Conditions were last updated 21.11.22 Appletons_Office Privacy Policy

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