

**TISDALL ASSOCIATES Ltd**

**PRIVACY NOTICE & COOKIE POLICY**

March 2020

## PRIVACY NOTICE & COOKIE POLICY

Tisdall Associates Limited ("TISDALL ASSOCIATES") is committed to respecting your privacy and to ensuring that the personal data you have entrusted to us is processed in accordance with current data protection legislation. This Privacy Notice is intended to help you understand and will explain how your personal data is collected, used and shared by us. Please read this Privacy Notice carefully.

We may need to make changes to this Privacy Notice from time to time. For example, as the result of changes to law, technologies, or other developments. Please check our website periodically to view it.

This Privacy Notice was last updated on 1 March 2020.

<b>1. About us ►</b>
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1	<b>About us ►</b>
2	<p>In this Privacy Notice references to "<b>we</b>" or "<b>us</b>" or "<b>TISDALL ASSOCIATES</b>" is reference to "Tisdall Associates Limited".</p> <p>TISDALL ASSOCIATES is registered in England and Wales with company number 06909961 whose registered office is at Thorneloe House, 25 Barbourne Road, Worcester, Worcestershire, WR1 1RU.</p> <p>TISDALL ASSOCIATES is a registered company which provides landscape consultancy and advice as well as education and training. TISDALL ASSOCIATES broader remit is to contribute to the creation of sustainable healthy communities through evidence-based health assessments and landscape design, addressing environmental factors, biodiversity and health. In this capacity, TISDALL ASSOCIATES may undertake the following activities:</p> <ul style="list-style-type: none"> <li>• Undertake or provide a facility to undertake Green Space Health Surveys through the Parks for Health/Health Parks Toolkit; and</li> <li>• Produce or allow to be produced Green Space Health Audits through the Parks for Health/Health Parks Toolkit.</li> </ul> <p>To enable us to operate we need to collect and process data. This makes us a "data controller" for any personal data you provide to us and we are responsible for complying with data protection laws.</p> <p>If you have any questions about how we collect, store or use your personal data, or about this Privacy Notice in general, please contact us via e-mail at <a href="mailto:info@tisdallassociates.co.uk">info@tisdallassociates.co.uk</a> or telephone 01386 553350.</p>

1	<b>How do we collect your personal data? ►</b>
2	<p>We collect your personal data directly from you when:</p> <ul style="list-style-type: none"> <li>• you use our website;</li> <li>• you register and use our mobile application software available on our website;</li> <li>• you subscribe to any of our services;</li> <li>• you contact us by email, telephone and through other written and verbal communications;</li> <li>• you request information about our services or subscribe to a newsletter or bulletin;</li> <li>• you use any of our social media functions; and</li> <li>• you enter a competition, promotion or survey.</li> </ul> <p>As well as obtaining personal data directly from you, we can also collect your personal data from publicly available sources such as internet search engines like Google, Companies House and social media sites, including Facebook, Twitter and LinkedIn.</p>

1	<b>What personal data do we collect? ►</b>
2	<p>The personal data that we collect will depend on your relationship with us. In order to make this Privacy Notice as user friendly as possible, we have split it into different sections depending on our relationship with you. Please click on the section below that is applicable to you and that describes the relationship you have with us.</p> <p>We process your personal data for a number of different purposes. For each purpose we must have a legal justification for such processing.</p> <p>Generally we rely on the following legal ground when we process your personal data:</p> <ul style="list-style-type: none"> <li>Processing is necessary for the purposes of the legitimate interests pursued by the data controller or by a third party, except where such interests are overridden by your fundamental rights or freedoms which require protection of your personal data, particularly if you are a child.</li> </ul> <p>When relying on legitimate interests for processing your personal data we will balance the legitimate interest pursued by us and any relevant third party with your interests and rights in relation to the protection of your personal data to ensure its appropriate for us to rely on such legitimate interest and to identify any additional steps we need to take to achieve the right balance.</p>
2	<b>► Users of the Health Parks Assessment Toolkit ("HPA")</b>
3	Name, address, telephone number, email address, unique (mobile) device identifiers (for example, IMEI number, MAC address or the telephone number associated with a mobile device).
3	<i>Purposes for processing ►</i>
4	<ul style="list-style-type: none"> <li>To provide you with access to and use of the HPA or related services;</li> <li>To notify you of changes to the HPA or related services;</li> <li>To ensure that the content created using the HPA or a related service is presented in a way which is effective for both you and your mobile device;</li> <li>To maintain, protect and improve the HPA or related services;</li> <li>To issue invoices;</li> <li>To send reports;</li> <li>To keep you informed of related news, products and services;</li> <li>To carry out our obligations to you arising from any contract entered into between you and us or a third party (including IT hosting, support and maintenance companies and the processing of payments by a third-party provider of payment processing services);</li> <li>To provide other users of the HPA or related services with anonymous aggregate information about the users of the HPA or related services; and</li> <li>To provide anonymous aggregate information about the users of the HPA or related services to help advertisers reach the kind of audience they want to target and to assist those advertisers with displaying their advertisements on the HPA to their target audience.</li> </ul>
3	<i>Legal ground for processing your personal data ►</i>

4	Legitimate interests
2	► <b>Website Users</b>
3	Name and email address
3	<i>Purposes for processing</i> ►
4	<ul style="list-style-type: none"> <li>To provide you with access to and use of the Parks for Health Toolkit on our website; and</li> <li>If you sign up: to keep you informed of related news, products and services.</li> </ul>
3	<i>Legal ground for processing your personal data</i> ►
4	Legitimate interests
2	► <b>General contacts</b>
3	Name, email address and telephone number
3	<i>Purposes for processing</i> ►
4	To answer queries and to provide information after you contact us.
3	<i>Legal ground for processing your personal data</i> ►
4	Legitimate interests

1	<b>Who do we share your personal data with? ►</b>
2	<p>In some situations, and depending on the relationship you have with us we may share your personal data with other parties. In very rare cases we might share your personal data with regulators, courts, other authorities (such as tax and law enforcement authorities) and independent external advisors (such as auditors or legal professionals). We have listed below the parties with whom we may share your personal data:</p> <ul style="list-style-type: none"> <li>Any member of our Group. For the purpose of this Privacy Notice, Group means us and any company which at the relevant time is a subsidiary or holding company of us or any subsidiary of any such holding company and 'subsidiary' and 'holding company' shall have the meanings given to them in section 1159 of the Companies Act 2006;</li> <li>Prospective sellers and/or buyers of any business or asset that we may sell or buy;</li> <li>Payment services provider (Stripe);</li> <li>IT hosting support and maintenance companies.</li> </ul>

1	<b>How long do we keep personal data for? ►</b>
2	<p>We will keep your personal data for as long as reasonably necessary to fulfil the purposes set out in this Privacy Notice and to comply with our legal and regulatory obligations (such as tax, accounting or other legal requirements).</p> <p>If you would like further information regarding the periods for which your personal data will be stored, please contact us using the details set out in this Privacy Notice.</p>

1	<b>International transfers ►</b>									
2	<p>We (or third parties acting on our behalf) will not transfer personal data that we collect about you to countries outside of the United Kingdom.</p> <p>If you would like further information regarding this section, please contact us by using the details set out in this Privacy Notice.</p>									
1	<b>Marketing and cookies ►</b>									
2	<p>Where you have opted-in to receive marketing materials from us we will occasionally contact you via emails. If you wish to unsubscribe from emails sent by us, you can always contact us on the details above.</p> <p>Our website uses cookies. These are as follows:</p> <p><b>Website:</b> All of the cookies are managed by Squarespace and you can find more information about them using the following link: <a href="https://support.squarespace.com/hc/en-us/articles/360001264507">https://support.squarespace.com/hc/en-us/articles/360001264507</a></p> <p><b>App:</b> There are two cookies that we use for this:</p> <table><tr><th>Name</th><th>Description</th><th>Type</th></tr><tr><td>ls.hp-user</td><td>This cookie is used to temporarily store session data when a user has logged in. It's deleted once a user's logs out.</td><td>Required</td></tr><tr><td>lsid</td><td>This cookie is used to temporarily store session data when a user has logged in. It's deleted once a user's logs out.</td><td>Required</td></tr></table>	Name	Description	Type	ls.hp-user	This cookie is used to temporarily store session data when a user has logged in. It's deleted once a user's logs out.	Required	lsid	This cookie is used to temporarily store session data when a user has logged in. It's deleted once a user's logs out.	Required
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1	<b>How do we protect your information? ►</b>
2	<p>TISDALL ASSOCIATES values your privacy and data security. We have implemented appropriate technical and organisational security measures designed to protect the security of any personal data we process. We use third party services to help maintain the security and performance of our systems and sites. For instance, any payment transactions carried out by us or our chosen third-party provider of payment processing services will be encrypted using Secured Sockets Layer technology. However, please also remember that we cannot guarantee that the internet itself is 100% secure. Although we will do our best to protect your personal data, transmission of personal data to and from us is at your own risk.</p>

1	<b>Your rights ►</b>
2	<p>Under data protection law you have a number of rights in relation to the personal data that we hold about you. These rights might not apply in every circumstance. You can exercise your rights by contacting us at any time using the details set out in this Privacy Notice.</p> <p>Please note that although we take your rights seriously, there may be some circumstances (supported by law and guidance) where we cannot comply with your request such as where</p>

	complying with it would mean that we couldn't comply with our own legal or regulatory requirements. In these instances, we will let you know why we cannot comply with your request.
2	The right to access your personal data ►
3	You are entitled to a copy of the personal data we hold about you and certain details of how we use it. If requested, a copy of your personal data will be provided to you by electronic means.
2	The right to rectification ►
3	We always take care to ensure that the information we hold about you is accurate and where necessary up to date. If you believe that there are any inaccuracies, discrepancies or gaps in the information we hold about you, you can contact us and ask us to update or amend it.
2	The right to restriction of processing ►
3	In certain circumstances, you are entitled to ask us to stop using your personal data, for example where you think that the personal data we hold about you may be inaccurate or where you think that we no longer need to use your personal data.
2	The right to withdraw your consent ►
3	Where we rely on your consent in order to process your personal data, you have the right to withdraw such consent to further use of your personal data. Please be advised that should you withdraw your consent, we will need to remove the cross reference to any surveys or audits you have undertaken, and we will be unable to advise you of any system updates, useful information and newsletters.
2	The right to erasure ►
3	<p>This is sometimes known as the 'right to be forgotten'. It entitles you, in certain circumstances, to request deletion of your personal data. For example, where we no longer need your personal data for the original purpose, we collected it for or where you have exercised your right to withdrawn consent.</p> <p>Whilst we will assess every request, there are other factors that will need to be taken into consideration. For example, we may be unable to erase your information as you have requested because we have a regulatory obligation to keep it.</p>
2	The right to object to direct marketing ►
3	<p>You have control over the extent to which we market to you and you have the right to request that we stop sending you marketing messages at any time. You can do this by contacting us using the details set out in this Privacy Notice.</p> <p>Please note that even if you exercise this right because you do not want to receive marketing messages, we may still send you service-related communications where necessary.</p>
2	The right to object to processing ►
3	In certain cases, you have the right to object to our processing, This arises in relation to where we process your personal data based on our legitimate business interests. Where we do so, you can object to such processing, unless our purpose outweighs any prejudice to your privacy rights.
2	The right to data portability ►

3	In certain circumstances, you can request that we transfer personal data that you have provided to us to a third party.
2	Rights relating to automated decision-making ►
3	We do not carry out any automated decision making. If this changes in the future, we will provide you with an updated notice setting out our decision-making process.
2	The right to make a complaint ►
3	<p>You have a right to file a complaint with the UK Information Commissioner's Office (ICO) if you believe that we have breached data protection laws when using your personal data.</p> <p>You can visit the ICO's website at <a href="https://ico.org.uk/">https://ico.org.uk/</a> for more information. Please note that lodging a complaint will not affect any other legal rights or remedies that you have.</p>

1	<b>Contacting us ►</b>
2	If you have any questions about the content of this Privacy Notice, or any questions about how we use, store and collect your personal data, please contact us via email at <a href="mailto:info@tisdallassociates.co.uk">info@tisdallassociates.co.uk</a> or via 01386 553350.

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