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## GDPR Policy

### 1. Policy Statement

Pro Garden projects is committed to protecting the privacy and personal data of our customers, employees, and other individuals with whom we interact. We are dedicated to complying with the General Data Protection Regulation (GDPR) and other applicable data protection laws and regulations in the UK. This policy outlines our commitment to the lawful, fair, and transparent processing of personal data.

### 2. Compliance with GDPR

Our company acknowledges and adheres to the legal obligations set forth by the GDPR and the Data Protection Act 2018. We are committed to processing personal data in a manner that is consistent with the principles of data protection, including lawfulness, fairness, transparency, purpose limitation, data minimization, accuracy, storage limitation, integrity, and confidentiality.

### 3. Data Collection and Processing

Our company will only collect and process personal data for specified, explicit, and legitimate purposes. We will ensure that personal data is adequate, relevant, and limited to what is necessary for the purposes for which it is processed.

### 4. Lawful Basis for Processing

We will identify and document the lawful basis for processing personal data, ensuring that processing activities are supported by a legal justification as required by the GDPR.

### 5. Data Subject Rights

Our company acknowledges the rights of individuals regarding their personal data, including the right to access, rectify, erase, restrict processing, data portability, and object to the processing of their personal data. We will provide mechanisms for individuals to exercise these rights.

### 6. Data Security

We will implement appropriate technical and organizational measures to ensure the security of personal data, including protection against unauthorized or unlawful processing and against accidental loss, destruction, or damage.

#### 7. Data Breach Response

Our company will have procedures in place to detect, report, and investigate personal data breaches. We will notify the relevant supervisory authority and affected individuals in the event of a data breach, as required by the GDPR.

#### 8. Data Protection Impact Assessments

We will conduct data protection impact assessments for high-risk processing activities, particularly those involving new technologies or the processing of sensitive data.

#### 9. Data Transfer

If personal data is transferred to entities outside the European Economic Area, we will ensure that appropriate safeguards are in place to protect the data in accordance with the GDPR requirements.

#### 10. Record-Keeping and Documentation

Our company will maintain records of our data processing activities and will document our compliance with the GDPR, including policies, procedures, and data protection impact assessments.

#### 11. Training and Awareness

We will provide training to our employees to raise awareness of their responsibilities under the GDPR and to ensure that they understand the importance of protecting personal data.

#### 12. Accountability

The management team of our company is ultimately responsible for ensuring the effective implementation of this policy and for providing the necessary resources to support compliance with the GDPR.

It is important that all employees understand and adhere to this policy. This policy will be communicated to all employees and made available for public access.