



## Hygiene Sue – Privacy Policy 2022/2023

This Privacy Policy provides an explanation as to what happens to any personal data that you provide to us, or that we collect from you.

We do update this Policy from time to time so please do review this Policy regularly. [For the purpose of the Data Protection Act 1998 and the General Data Protection Regulation (GDPR) of 2018 our data controller is **Eglantine Catering** and the contact name is Sue Richardson

### Information We Collect

In operating our website we may collect and process the following data about you:

- Details of your visits to our website and the resources that you access, including, but not limited to, traffic data, location data, weblogs and other communication data.
- Information that you provide by filling in forms on our website, such as when you registered for information or make a purchase.
- Information provided to us when you communicate with us for any reason.

### Use of Cookies

On occasion, we may gather information about your computer for our services and to provide statistical information regarding the use of our website to our advertisers. Such information will not identify you personally it is statistical data about our visitors and their use of our site. This statistical data does not identify any personal details whatsoever.

Similarly to the above, we may gather information about your general internet use by using a cookie file. Where used, these cookies are downloaded to your computer automatically. This cookie file is stored on the hard drive of your computer as cookies contain information that is transferred to your computer's hard drive. They help us to improve our website and the service that we provide to you.

All computers have the ability to decline cookies. This can be done by activating the setting on your browser which enables you to decline the cookies.



## Use of Your Information

The information that we collect and store relating to you is primarily used to enable us to provide our services to you. In addition, we may use the information for the following purposes:

To provide you with information requested from us, relating to our products or services.

To provide information on other products which we feel may be of interest to you, where you have consented to receive such information.

To meet our contractual commitments to you.

To notify you about any changes to our website, such as improvements or service/product changes, that may affect our service. We do not provide information to 3rd parties – EVER! (however, see 'Disclosing your information' below)

## Storing Your Personal Data

Data that is provided to us is stored on secure servers. Details relating to any transactions entered on our site will be encrypted to ensure its safety.

The transmission of information via the internet is not completely secure and therefore we cannot guarantee the security of data sent to us electronically and transmission of such data is therefore entirely at your own risk. Where we have given you (or where you have chosen) a password so that you can access certain parts of our site, you are responsible for keeping this password confidential.

## Disclosing Your Information

Where applicable, we may disclose your personal information:

- Where we are legally required to disclose your information.
- To assist fraud protection and minimize credit risk.
- Third Party Links

You may find links to third party websites on our website. These websites should have their own privacy policies which you should check. We do not accept any responsibility or liability for their policies whatsoever as we have no control over them.

## Access To Information

The Data Protection Act 1998 gives you the right to access the information that we hold about you. Please note that any demand for access may be subject to payment of a fee.

Sue Richardson  
Director

Updated: July 2022  
Review Date: July 2023