

## **AJ Catering Privacy Policy**

AJ Catering (AJC, we, us or our) knows that you care how your information is used and shared, and we appreciate your trust in us to do that carefully and sensibly. Your privacy is important to us and we are committed to protecting and respecting your privacy.

This Privacy Policy explains how we use your personal data - this is information about you that we may collect directly from you, or it might be information that is provided to us by third parties who put you in touch with us at your direction. Your personal data will be collected by us when you use our website (ie our Contact Form), or when you complete our paperwork in readiness for using our services for your event.

### **Who we are**

We are AJ Catering. Our contact details are:  
The Hollies, Wigston Hill, Baxterley CV9 2HW  
Telephone: 01827 370037; 07971 533539; 07779 268814  
Email: ash.huggins@gmail.com  
Website: www.ashhuggins.co.uk  
Facebook: AJ Catering

The contact details of our Data Protection Officer are:

Name: Ashley Huggins  
Address: As per above  
Telephone: As per above  
Email: As per above – please insert "Data Protection" in your email title bar should your message be in connection with this, our Data Protection Policy

### **Personal data we may collect**

The specific types of personal data we may collect and use about you will depend upon the extent to which you use our website facilities, or our services.

The types of information we collect directly from you are:

Personal information that is collected when you complete our Contact Form to enquire about engaging our services. Information such as your contact details, email and telephone contact will be required and kept by us in order to work with you

Information that helps us to assess the suitability of our services for your needs such as, details relating to your event budget. This helps us to understand your needs and that assists us in tailoring our services to you. This takes place at the beginning of the relationship and each and every time you enquire about a new event or service you would like us to assist with

When using our website, we will capture the information provided at the time of registering to use our site, posting material out to you or requesting further information on our services. You may choose to email ash.huggins@gmail.com requesting further information on our services

We may also ask you for information regarding your user experience such as how well you navigated around our website and its pages

If you contact us using any of the above methods, we may keep a record of that correspondence

We have a Facebook Page and we may contact you to invite you to Like our page – we will ask your permission to do so

### **Cookies**

We use cookies for a number of reasons:

1. For statistical purposes to track how many users we have and how often they visit our websites. We collect information listing which of our pages are most frequently visited, and by which types of users and from which countries.
2. We use other organisations to collect anonymous user information, sometimes through cookies and web beacons, (information embedded in images which allow them to analyse how the website is being used and the number of visitors).
3. We and other advertisers may use statistical cookies to track who has seen an advert and clicked on it. You can find more information on this in the online behavioural advertising section of this privacy policy.
4. We may use 'Flash' cookies to store your preferences for your media player (for example, volume and so on). If we don't use them, you may not be able to watch some video content.
5. We or other companies may use cookies to suggest and deliver content which we believe may interest you.

You can turn cookies off but if you do this, you may not be able to use all services on our websites and you might see more pop-ups and other advertising. This is because we won't be able to limit what you see by using cookies. However, you will still be able to see our editorial content.

It is usually possible to stop your browser accepting cookies, or to stop it accepting cookies from a particular website, but you need to be aware that you might lose some of the functionality of that website. All modern browsers allow you to change your cookie settings. These settings will typically be found in the 'options' or 'preferences' menu of your browser.

### **Legal basis for the processing**

Consent – By disclosing your personal information to us using this website or over the telephone, you consent to the collection, storage and processing of your personal information by AJ Catering in the manner set out in this Privacy Policy.

Contract – Where AJ Catering need to process someone's personal data to fulfil contractual obligations to you or because you have asked AJ Catering to do something before entering into a contract (eg provide a quote), contract is used as a legal basis.

Legitimate interests – if processing is necessary for your interests, for example keeping clients apprised of new product lines relevant to their business, this is done using legitimate interests as a legal basis.

### **Period for which the personal data will be stored**

The criteria used to determine the period of storage of personal data is the respective statutory retention period. After expiration of that period, the corresponding data is routinely deleted, in line with our internal retention policy.

### **Existence of automated decision-making**

As a responsible company, we do not use automatic decision-making or profiling.

### **GDPR and our business customers**

A new piece of legislation regarding Data Protection became law In May 2018. General Data Protection Regulations (GDPR) replaced the dated Data Protection previously operated by the ICO.

We shall use appropriate technical and organisational measures to protect against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data. We shall not sub-contract any processing of personal data unless that personal data

continues to be subject to an appropriate level of protection. To the extent that we as data processor for you, we shall only process personal data in accordance with your instructions.

We will keep and use it to enable us to run the business and manage our relationship with you effectively, lawfully and appropriately, whilst we are working with you and past this point. This includes using information to enable us to comply with our customer contract, to comply with any legal requirements, pursue the legitimate interests of the Company and protect our legal position in the event of legal proceedings. If you do not provide this data, we may be unable in some circumstances to comply with our obligations and we will tell you about the implications of that decision.

The criteria used to determine the period of retention of personal data is the respective statutory retention period. After expiration of that period, the corresponding data is routinely deleted, in line with our internal data retention policy, as long as it is no longer necessary for the fulfilment of or initiation of the services being provided or is no longer necessary for the specific purpose for which it was obtained.

### **Your rights:**

Under the GDPR data subjects have a number of rights:

- The right to be informed about whether their personal data is being processed by us;
- The right of access to the personal data that we store about them;
- The right to rectification of their personal data should it prove to be inaccurate;
- The right to erasure of their personal data under specified circumstances;
- The right to restrict the processing of their personal data under specified circumstances;
- The right to data portability – the ability to have their personal data transferred to another data controller;
- The right to object to having their personal data processed by us (under specified circumstances); and
- The right not to be subject to automated decision-making, including profiling. (AJ Catering does not use automated decision-making or profiling).

### **Disclosing your information**

We may pass on your personal information if we have a legal obligation to do so, or if we have to enforce or apply our terms of use and other agreements. This includes exchanging information with other government departments for legal reasons.

### **Who we share your personal data with**

We will never share any personal information you give to us unless you expressly instruct us to do so, i.e. pass on your details to a product supplier (event hall, food and beverage supplier/outlet, a "like" organisation to whom you would have instructed us to affect a formal introduction).

Should there be any queries arising in relation to our Privacy Policy, please to contact us:

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