

ELEMENTS

Elements Tea & Coffee Ltd Privacy Notice

We are committed to protecting your privacy and complying with data protection legislation. This notice sets out how we collect, use and disclose any personal data that you provide to us for our marketing activities, as well as your rights in respect of such data. We may update this Privacy Notice from time to time and will publish an up to date copy at www.elementsderby.co.uk.

Data Controller

Elements Tea & Coffee has control over the processing of the data we hold about you and carries the data protection responsibility for it. In legal terms this is referred to as being the 'data controller'.

Data Protection Manager

Peter Marris is our data protection manager and may be contacted as follows:

- Email: elementsderby@outlook.com Phone: 07967317115
- Mail address: Care of Elements Tea and Coffee, Ashgates Accountants and Business Advisors, 5 Prospect Place, Derby, DE24 8HG.

What type of personal data do we collect?

We may collect the following personal data about you:

- full name and job title
- contact information including email address, phone number
- company information such as company name, address and/or post code, number of employees, website address (if you are enquiring about functions or external catering)
- information about the dietary requirements of you, your guests and employees (if you are enquiring about functions or external catering)
- other information relevant to customer surveys, special events and/or offers.

Full details of the types of personal data that we collect and store are set out in our data retention policy, which is available at www.elementsderby.co.uk.

ARTISAN TEA AND COFFEE HOUSE. DERBY
WWW.ELEMENTSDERBY.CO.UK
E. ELEMENTSDERBY@OUTLOOK.COM
T: 07967 317115



How and why your information will be used

The information collected may be used to provide you with additional information about our services, promotions and events. You have the right to withdraw that consent at any time.

If you book a catering event or function, then the information used will be stored and processed in order to administer that contract with you.

How we collect your personal data

Most of the information we hold will have been provided by you, but some may come from other sources, such as our business partners.

We may collect this data from you when you:

- submit an enquiry
- sign up to an event or bulletin
- book a room or catering for an event
- purchase any of our services or products.

We collect anonymous information (including IP addresses) from visitors to our website using analytics tools, cookies and web logs. This is collected on the basis of legitimate interest.

Information posted onto our Facebook page is subject to Facebook's privacy policy, see: <https://www.facebook.com/about/privacy/update>

Sharing of data

We will not sell, distribute or disclose your personal data to third parties unless we have your permission to do so. We may share your personal data:

- with our employees, agents and/or professional advisors
- with other third party contractors who provide services to us

Other than as mentioned above, we will only disclose information about you to third parties if we are legally obliged to do so; or at your request and with your prior consent.

Transferring personal data outside the EEA

All of the personal data we process is processed within the UK.

Automated decision making

We do not use automated decision making (including profiling) relating to you.

Data retention

We retain the data of customers who book an event or catering for a function for a period of two years after the event/function has taken place.

If you are simply subscribing to receive marketing and promotional information, your information will be kept until you notify us that you no longer wish to receive any information from us. You may do this by writing to Care of Elements Tea and Coffee,

Ashgates Accountants and Business Advisors, 5 Prospect Place, Derby, DE24 8HG or emailing us at elementderby@outlook.com and we will act on this as quickly as possible. More information on our retention schedule can be found in our data retention policy, a copy of which is available at www.elementsderby.co.uk.

Your rights

You can request a copy of the information that we hold about you at any time by contacting Peter Marris, elementsderby@outlook.com, 07967 317115. We will not charge for this and will aim to provide this within one month.

Please let us know if the personal data that we hold about you needs to be updated or amended. We will promptly correct any information found to be incorrect.

You may also request that we erase your personal data. To do so you should contact Peter Marris. Data subjects who request that their personal data is corrected or erased or who are contesting the lawfulness of our processing, can apply for its use to be restricted while the application is made. To do so they should contact Peter Marris.

You may object to data processing where we are relying on a legitimate interest to do so and you think that your rights and interests outweigh our own and you wish us to stop.

Security

The security of your personal data is very important to us. We will ensure that we have in place appropriate technical and organisational measures to prevent unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to personal data.

We will notify you if a data security breach occurs which may affect you if the breach could result in discrimination, damage to reputation, financial loss, loss of confidentiality or any other significant economic or social disadvantage.

Queries or concerns

If you have any concerns or queries as to how your data is processed you can contact: Peter Marris at elementsderby@outlook.com or you can write to us at Care of Elements Tea and Coffee, Ashgates Accountants and Business Advisors, 5 Prospect Place, Derby, DE24 8HG.

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office (ICO). Full contact details including a helpline number can be found on the Information Commissioner's Office website (www.ico.org.uk).