

A & B CATERING BUTCHERS LTD

DATA PROTECTION POLICY

PRIVACY NOTICE - TRANSPARENCY OF DATA PROTECTION

Being transparent and providing accessible information to individuals about how we will use their personal data is important for our company. The following are details on how we collect data and what we will do with it:

PRIVACY POLICY

Policy brief and purpose

Our **Company Data Protection Policy** refers to our commitment to treat information of employees, customers, stakeholders and other interested parties with the utmost care and confidentiality.

With this policy, we ensure that we gather, store and handle data fairly, transparently and with respect towards individual rights.

Scope

This policy refers to all parties (employees, job candidates, customers, suppliers etc.) who provide any amount of information to us.

Who is covered under the Data Protection Policy

Employees of our company must follow this policy. Contactors, consultants, partners, and any other external entity are also covered. Generally, our policy refers to anyone we collaborate with or acts on our behalf and may need occasional access to data.

Policy Elements

As part of our operations, we need to obtain and process information. This information includes any offline or online data that makes a person identifiable such as names, addresses, usernames and passwords, digital footprints, photographs, social security numbers, financial data etc.

Our company collects this information in a transparent way and only with the full cooperation and knowledge of interested parties. Once this information is available to us, the following rules apply.

Our data will be:

- Accurate and kept up-to-date
- Collected fairly and for lawful purposes only
- Processed by the company within its legal and moral boundaries
- Protected against any unauthorized or illegal access by internal or external parties

Our data will not be:

- Communicated informally
- Stored for more than a specified amount of time
- Transferred to organizations, states or countries that do not have adequate data protection policies
- Distributed to any party other than the ones agreed upon the data's owner (exempting legitimate requests from law enforcement authorities)

In addition to way of handling the data the company has direct obligations towards people to whom the data belongs. Specifically, we must:

- Let people know which of their data is collected
- Inform people about how we'll process their data
- Inform people who has access to their information
- Have provisions in cases of lost, compromised data
- Allow people to request that we modify, erase, reduce or correct data contained in our databases

Actions

To exercise data protection, we're committed to:

- Restrict and monitor access to sensitive data
- Develop transparent data collection procedures
- Train employees in online privacy and security measures
- Build secure networks to protect online data from cyberattacks
- Establish clear procedures for reporting privacy reaches or data misuse
- Include contact clauses or communicate statements on how we handle data
- Establish data protection practices (document shredding, secure locks, data encryption, frequent backups, access authorization etc.)

Disciplinary Consequences

All principles described in this policy must be strictly followed. A breach of data protection guidelines will invoke disciplinary and possibly legal action.

Your Rights

We are registered under the Data Protection Act 1998 and comply with the Act in our dealings with your personal data. The Act protects your personal data by providing, amongst other things, that the data we hold about you should be processed lawfully and fairly. It should be accurate, relevant, and not excessive. The information should, where necessary, be kept up to date and not retained for longer than is necessary. It should be kept securely to prevent unofficial access by other people. You have the right to see what is held about you and correct any inaccuracies.

Your right to review and amend personal data

You have the right to review your personal data and sensitive personal data held by us and have any inaccurate information about you corrected. If you wish to do so, or to notify a change in your details, please:

- Contact the Data Protection Officer by telephone on 01628 825137 or
- Write to the Data Protection Officer at A & B Catering Butchers Ltd., Unit 1 Woodlands Business Park, Woodlands Park Avenue, Maidenhead, SL6 3UA.

You may be charged a fee (subject to the statutory maximum) for supplying you with such data.

How to request that we cease processing your personal data

If at any time you wish us to cease processing your personal data or sensitive personal data, or contacting you for marketing purposes, please contact The Data Protection Officer on 01628 825137 or in writing at A & B Catering Butchers Ltd., Unit 1 Woodlands Business Park, Woodlands Park Avenue, Maidenhead, SL6 3UA.

WEBSITE PRIVACY POLICY

The policy:

This privacy policy is for the website; www.abcateringbutchers.co.uk and served by A & B Catering Butchers Ltd., Unit 1 Woodlands Business Park, Woodlands Park Avenue, Maidenhead, SL6 3UA, and governs the privacy of its users who choose to use it. It explains how we comply with the GDPR (General Data Protection Regulation), the DPA (Data Protection Act) and the PECR (Privacy and Electronic Communications Regulations). Our website is primarily a viewing platform about our products and services. It is not possible to place orders or make payments.

This policy will explain areas of this website that may affect your privacy and personal details, how we process, collect, manage, and store those details and how your rights under the GDPR, DPA & PECR are adhered to. Additionally, it will explain the use of cookies or software, advertising, or commercial sponsorship from third parties and the download of any documents, files or software made available to you (if any) on this website. Further explanations may be provided for specific pages or features of this website to help you understand how we, this website and its third parties (if any) interact with you and your computer / device to serve it to you. Our contact information is provided if you have any questions.

The DPA & GDPR May 2018

We and the website comply with the DPA (Data Protection Act 1998) and the GDPR (General Data Protection Regulation) which comes into effect from May 2018. We may update this policy after the completion of the UK's exit from the European Union if required.

Commitment to Customers Privacy

A & B Catering Butchers Ltd are strongly committed to protecting the privacy of our customers. This privacy policy explains our approach with regards to processing of our customers' personal information.

We will hold your details on our internal system. We do our best to ensure the security of your details to guard against unofficial access, use, disclosure, or loss.

Your personal details will not be used in ways to which you have not consented.

It is possible to view our website without providing any personal details.

Use of Information and Preferences

We will only ask for personal information from you where it is necessary for us to provide services to you. We will only collect information where it is specifically and knowingly provided by you.

Your telephone calls to us may be recorded and monitored for quality control, training, and service delivery purposes.

We will also use your contact details to communicate with you.

The only other circumstances when we may provide details, from which you are identifiable, to third parties, are where we are required to do so by law.

'Cookies'

A & B Catering Butchers Ltd. use a feature of your internet browser called a 'cookie' on our site. Cookies are small text files sent by a web server to your web browser, stored on your computer and sent back to us each time you visit. Cookies are used by most websites to provide features, such as a shopping basket or automatic login.

Cookies are also used in email messages you have agreed to receive and at our website to help us measure the response to our marketing. We can understand how you interact with the pages of our website through the combination of the cookie and pixels set on the pages of our website. Please note that this information is for our use only - we do not disclose or share this information with any third parties, except those who help us with the distribution of emails and functionality

of the website. These companies are limited in number and always bound by strict confidentiality agreements. If you do not wish this to happen, you can change the cookie settings in your browser.

There will not be any personally identifiable information in the Cookie when an anonymous user browses the website. The A & B Catering Butchers Ltd. Cookie will remain on your hard disk indefinitely until you manually delete it.

Please note that we do not use Cookies to retrieve personal information about you from your computer. The only information we have about you is whatever you have knowingly and willingly provided to us

Website Visitor Tracking

Our website uses tracking software to monitor its visitors to better understand how they use it. The software will save a cookie to your computer's hard drive to track and monitor your engagement and usage of the website, but will not store, save, or collect personal information.

Social Media Policy & Usage

We adopt a Social Media Policy to ensure our business and our staff conduct themselves accordingly online. While we may have official profiles on social media platforms, users are advised to verify authenticity of such profiles before engaging with or sharing information with such profiles. We will never ask for user passwords or personal details on social media platforms. Users are advised to conduct themselves appropriately when engaging with us on social media.

There may be instances where our website features social sharing buttons, which help share web content directly from web pages to the respective social media platforms. You use social sharing buttons at your own discretion and accept that doing so may publish content to your social media profile feed or page.

CONDITIONS FOR PROCESSING

We will ensure any use of personal data is justified using at least one of the conditions for processing and this will be specifically documented. All staff who are responsible for processing personal data will be aware of the conditions for processing.

Where not specified previously in this policy, the following provisions will be in effect on or before 25 May 2018.