

## **Privacy Policy of <https://www.reflectcateringconsultancy.co.uk>**

At Reflect Catering Consultancy Ltd, we collect and manage user data according to the following Privacy Policy.

### **Data Collected**

We collect information you provide directly to us. For example, we collect information when you create an account, subscribe, participate in any interactive features of our services, fill out a form, request customer support or otherwise communicate with us. The types of information we may collect include your name, email address, postal address, credit card information and other contact or identify the information you choose to provide.

Our contact page collects the following basic information to enable us to contact you to discuss your requirements:

- First name, Last name
- Email address
- Telephone number
- Comments

We may need to collect more personal data if it is necessary to the delivery of the service you have requested.

If you don't provide us with personal data, we'll try to provide the service, but it may be impossible.

(N.B. Please do not provide us with the personal data of anyone else without their permission, unless you have obtained the explicit consent of that person.)

We collect anonymous data from every visitor of the Website to monitor traffic and fix bugs. For example, we collect information like web requests, the data sent in response to such requests, the Internet Protocol address, the browser type, the browser language, and a timestamp for the request.

We also use various technologies to collect information, and this may include sending cookies to your computer. Cookies are small data files stored on your hard drive or in your device memory that helps us to improve our services and your experience, see which areas and features of our services are popular and count visits. We may also collect information using web beacons (also known as "tracking pixels"). Web beacons are electronic images that may be used in our services or emails and to track count visits or understand usage and campaign effectiveness.

### **Use of the Data**

We only use your personal information to provide you with the Reflect Catering Consultancy Ltd services or to communicate with you about the Website or the services.

We employ industry standard techniques to protect against unauthorised access to data about you that we store, including personal information.

We do not share personal information you have provided to us without your consent, unless:

- Doing so is appropriate to carry out your own request
- We believe it's needed to enforce our legal agreements or that is legally required

- We believe it's needed to detect, prevent or address fraud, security or technical issues otherwise protect our property, legal rights, or that of others

We limit the use of personal data to ensuring we deliver the service you have requested. Furthermore, we retain your personal data only for as long as is necessary to deliver you this service. Under certain circumstances, we will retain your personal data longer if it part of an accounting record which we are obliged by law to retain for 7 years. Where this is the case, your personal data will be archived. Records in an archived state means access to them is greatly restricted.

## **Sharing of Data**

We don't share your personal information with third parties, and we do not sell your data to anyone.

We may allow third parties to provide analytics services. These third parties may use cookies, web beacons and other technologies to collect information about your use of the services and other websites, including your IP address, web browser, pages viewed, time spent on pages, links clicked and conversion information.

We also use social buttons provided by services like Twitter, Google+, LinkedIn and Facebook. Your use of these third-party services is entirely optional. We are not responsible for the privacy policies and practices of these third-party services, and you are responsible for reading and understanding those third-party services' privacy policies.

## **Opt-Out, Communication Preferences**

You may modify your communication preferences and/or opt-out from specific communications at any time. Please specify and adjust your preferences.

## **Security**

We take reasonable steps to protect personally identifiable information from loss, misuse, and unauthorised access, disclosure, alteration, or destruction. But, you should keep in mind that no Internet transmission is ever completely secure or error-free. In particular, email sent to or from the Sites may not be secure.

## **About Children**

The Website is not intended for children under the age of 13. We do not knowingly collect personally identifiable information via the Website from visitors in this age group.

## **Changes to the Privacy Policy**

We may amend this Privacy Policy from time to time. This Privacy Policy was created by [privacy-policy-template.com](https://www.reflectcateringconsultancy.co.uk) for <https://www.reflectcateringconsultancy.co.uk>. Use of information we collect now is subject to the Privacy Policy in effect at the time such information is used.

If we make major changes in the way we collect or use information, we will notify you by posting an announcement on the Website or sending you an email.

Date 25<sup>th</sup> May 2018

Reflect Catering Consultancy Ltd