**PRETTY LITTLE PASTRIES DATA PRIVACY NOTICE**

1. **Your personal data – what is it?**

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller’s possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the “GDPR”).

1. **Who am I?**

**Pretty Little Pastries** is the data controller (contact details below). This means they decides how your personal data is processed and for what purposes.

1. **How is your personal data processed?**

**Pretty Little Pastries** comply with their obligations under the “GDPR” by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

Your personal data is used for the following purposes: -

* To enable contact between Pretty Little Pastries & you via post, telephone & email
* To maintain Pretty Little Pastries financial accounts & records
* To comply with both Local & National Government legal & policy requirements
* To enable Pretty Little Pastries to pursue any outstanding debts

**4. What is the legal basis for processing your personal data?**

* For the performance of a **Contract** - the data being processed is necessary to carry out Pretty Little Pastries part of a contract.
* Processing is necessary for carrying out **Legal obligations**, for example, in relation to health & safety requirements.
* **Legitimate interests** including but not limited to, relating to debt collection

**5. Sharing your personal data**

* Your personal data will be treated as strictly confidential and will only be shared with other parties in relation to legal or statutory obligations, as part of the performance of the contract or in relation to the legitimate interests outlined above.

**6. How long do we keep your personal data?**

* Personal data will only be kept beyond the end of the contract if it is needed to comply with legal requirements, income tax audits, health & safety evidence, on-going legal cases & debt collection.

**7. Your rights and your personal data**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

* The right to request a copy of your personal data which Pretty Little Pastries holds about you;
* The right to request that Pretty Little Pastries corrects any personal data if it is found to be inaccurate or out of date;
* The right to request your personal data is erased where it is no longer necessary for Pretty Little Pastries to retain such data;
* The right to withdraw your consent (if applicable) to the processing at any time
* The right to request that the data controller (Pretty Little Pastries) provide the data subject (you) with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) [*Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means*].
* The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
* The right to object to the processing of personal data, (where applicable) [*Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics*]
* The right to lodge a complaint with the Information Commissioners Office.

**8. Further processing**

If Pretty Little Pastries wishes to use your personal data for a new purpose, not covered by this Data Protection Notice, then they will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, they will seek your prior consent to the new processing.

**9. Contact Details**

To exercise all relevant rights, queries or complaints please in the first instance contact:

The **Pretty Little Pastries** at **Culver Court, Venny Tedburn, Crediton, EX17 3QB**.

Tel: **07713283683** Email: chefsambrook@yahoo.com

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.