



## Belle Vue Cakery Website Privacy Policy

Introduction The privacy of your personal information is of tantamount importance to us. This policy outlines what information we collect, how we store it and how we use it. This notice applies to the data that is entered on our website through the contact form.

Please read this policy carefully and contact us if you have any questions or concerns about our privacy practices.

### **Who we are?**

We are Belle Vue Cakery. Owned by Sarah Murphy who can be contacted at [hello@bellevuecakery.com](mailto:hello@bellevuecakery.com)

### **What information do we collect?**

Name, contact number, email address and message content

### **How do we use personal information?**

To respond to your message via the contact page

### **What legal basis do we have for processing your personal data?**

Consent - by entering your details on the website forms, we have consent to contact you through those mediums for the purposes outlined above.

You can withdraw and manage your consent at anytime by emailing [hello@bellevuecakery.com](mailto:hello@bellevuecakery.com)

### **When do we share personal data?**

Your personal data is treated confidentially and will only be used for the reasons explained above We will not share your personal information with any 3rd party for the purposes of marketing or data sharing.

### **Where do we store and process personal data?**

Your data is stored on a secure google drive and is handled by Belle Vue Cakery only. Your data is processed through the Belle Vue Cakery google drive and Gmail

### **How do we secure personal data?**

Your data is always stored on the google drive and never printed.

Google uses 256-bit Advanced Encryption Standard (AES). When data is in transit between users (such as through an email) Google uses the Transport Layer Security (TLS) protocol to protect the data and prevent interception.

#### **How long do we keep your personal data for?**

We will only store your data for as long as we are communicating with you. As such time as your enquiry has been dealt with, your data will be deleted from the drive and email.

#### **Your rights in relation to personal data**

You may ask us at anytime, what information we hold about you.

You may ask us to correct and/or delete any information we hold about you. This applies to any data that we are not required by law to hold for a set period of time. You may withdraw your consent for us to use your data at any time

If you are not satisfied with our handling of your data in anyway you can lodge a complaint with the Informations Commissioner's Office

#### **Use of cookies and other technologies**

Our website uses cookies and similar technologies. These are small files or pieces of text that download to a device when a visitor accesses a website or app. For information about viewing the cookies propped on your device, please visit Squarespace. Functional and required cookies are always used, these allow Squarespace, our hosting platform, to securely serve our website to you. Analytics and performance cookies are used on this site only when you agree on our cookie banner. We use analytics cookies to view site traffic, activity and other data. We share this information with Squarespace, our website analytics provider to learn about site traffic and activity

#### **Linking to other websites / third party content**

Any links to any third party websites are not endorsed by Belle Vue Cakery and we are not responsible for the content or information contained within these websites.