

This privacy policy contains important information about what to expect when The Cakery, Gloucester collects personal information about you and how The Cakery, Gloucester will use your personal data. The Cakery, Gloucester is registered at 47 Bondend Road, Upton St Leonards, Glos. GL4 8DZ. This policy applies to information we collect about:

- visitors to our website;
- people who do business with us

1. THE INFORMATION WE COLLECT ABOUT YOU

We may collect personal information from you. Personal information may include your name, email address, telephone number amongst other things.

All of the personal information we collect will be provided by you.

2. HOW WE WILL USE THE INFORMATION ABOUT YOU

We gather this information to allow us to provide the services requested and to carry out marketing of other products and services that we believe may be of interest to you. The relevant information is then used by us to communicate with you on any matter relating to the conduct of your instructions in general.

We may also use aggregate information and statistics for the purposes of monitoring website usage in order to help us to develop our website and our services.

3. MARKETING

We may wish to provide you with information about our products that we think may be of interest to you. If you would rather not receive this information, please send an email message to <u>The Cakery, Gloucester</u> stating 'please do not send me any marketing material'. If you agree to us providing you with marketing information, you can always opt out at a later date.

4. COOKIES

Our website does not currently use Cookies.

5. HOW WE PROTECT YOUR INFORMATION

We will use all reasonable efforts to safeguard your personal information such as firewalls, encryption, limited access, use of passwords, etc as appropriate. However, you should be aware that the use of the Internet is not entirely secure and for this reason we cannot guarantee the security or integrity of any personal information which is transferred from you or to you via the Internet.

6. ACCESS TO YOUR INFORMATION AND UPDATING AND CORRECTING YOUR INFORMATION

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please send an email to <u>The Cakery, Gloucester</u>
We want to ensure that your personal information is accurate and up to date. If any of the information that

you have provided to The Cakery, Gloucester changes, for example if you change your email address or name, please let us know the correct details by sending an email to <u>The Cakery, Gloucester</u> You may ask us, or we may ask you, to correct information you or we think is inaccurate, and you may also ask us to remove information which is inaccurate.

7. YOUR CONSENT

By submitting your personal information you consent to the use of that information as set out in this policy.

8. CHANGES TO PRIVACY POLICY

We keep our privacy policy under regular review. If we change our privacy policy we will post the changes on this page, and place notices on other pages of the website, so that you may be aware of the information we collect and how we use it at all times.

9. LINKS TO OTHER WEBSITES

Our website may contain links to other websites. This privacy policy applies only to this website so when you access links to other websites you should read their own privacy policies.

This Policy was updated 2 January 2021