

**Aprils Kitchen**  
**Data Protection & Privacy Policy – May 2018**



**Data – what we hold, how its gathered and what we do with it.**

The personal data that we hold includes:

- Your Name
- Telephone number
- Email address
- Home address (if event is being held / delivery being made here)
- Venue address (if applicable)
- Event details (type of event e.g. 80<sup>th</sup> birthday)

When you complete the contact form on our website, we will gather the information that you have provided us. If contacting us by email or telephone your contact details will be recorded in relation to the booking.

Your data is written on a quote form, which will be used throughout your booking. Subsequent data is added during the enquiry process, as and when it is received.

The above information we hold in gathered when a customer contacts Aprils Kitchen regarding a booking. This information is used solely for the purposes of your booking and anything in relation to this. All personal data will be destroyed within 14 days after the booking (this will allow time for follow ups, feedback etc)

No information is shared with any other person or organisations

**Consent**

When you provide us with your personal information when completing our contact form on our website in relation to a quote or booking, we imply that you are consenting to us collecting this data in relation to a specific reason. If contact is made via telephone, we will ask for consent verbally.

**Security**

To protect your personal data we take reasonable precautions to make sure it is not lost, ill used, accessed by others, altered or destroyed.

All of our electronic devices are password protected, and these are changed regularly. Anti virus software is in place and business premises are secure.

If data protection is breached we will contact the customer directly and the ICO.

**Requests for personal information**

If a request for personal data is made to Aprils Kitchen this will be provided to the customer within one month of the request. It will be sent to the customer via their preferred method.