

## **Montmartre Patisserie Ltd**

### **Privacy Policy**

#### **KEY DETAILS**

- Policy Prepared by: Montmartre Patisserie Directors
- Approved by Management: 23 May 2018
- Policy became operational: 24 May 2018

This privacy policy sets out how Montmartre Patisserie uses and protects any information that you give Montmartre Patisserie either by phone, email or on the company's website.

Montmartre Patisserie is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified, then you can be assured that it will only be used in accordance with this privacy statement.

Montmartre Patisserie may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 25 May 2018.

#### **What we collect**

We may collect the following information:

- name and job title
- contact information including email address and contact address
- other information relevant to customer surveys and/or offers

#### **What we do with the information we gather**

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping.
- We may use the information to improve our products and services.
- We may periodically send promotional letters and emails about new products, special offers or other information which we think you may find interesting using the address and email which you have provided.
- From time to time, we may also use your information to contact you for market research purposes. We may contact you by post, email or phone. We may use the information to customise our products and promotions according to your feedback.

#### **Security**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

## **Controlling your personal information**

You may choose to restrict the collection or use of your personal information in the following ways:

- if you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by or emailing us at [sales@montmartre.cc](mailto:sales@montmartre.cc) or writing to us at Montmartre Patisserie Ltd, 386 Sykes Road, Slough Trading Estate, Berkshire SL1 4SP

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. We may use your personal information to send you promotional information about third parties which we think you may find interesting.

You may request details of personal information which we hold about you under the Data Protection Act 1998. If you would like a copy of the information held on you please write to Montmartre Patisserie Ltd, 386 Sykes Road, Slough Trading Estate, Berkshire SL1 4SP

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.