

## **PRIVACY POLICY**

This privacy policy sets out how **Stamford New Road Ltd (T/A) Toast** adheres to the General Data Protection Regulations and protects your individual privacy and rights to know any detail held.

This policy is effective from **25th May 2018**.

### **Consent**

With your consent we will collate information on:

- Name
- Contact information, including: email address
- Demographic information such as postcode, where required
- Other information relevant to our personal and business dealings on which we have your authority to retain

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

We require this information in order to simply reply to your emails, contact you, and provide an understanding of your demands and needs. In addition we will forward additional information which we feel may be relevant to you, or your business, which follows the consent as provided.

### **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 that we collect online.

### **Links to other websites**

Our website may contain links to enable you to visit other websites of interest easily. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

### **Cookies**

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website you are visiting.

## **Controlling your personal information**

We don't pass any of your information on to any third party without prior consent.

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.

You may request details of all personal information which we hold about you, which will be as regulation stipulates provided within 30 days of request.

If you would like a copy of the information held on you please write to:

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**Stamford New Road Ltd, 1 Goose Green, Altrincham, Cheshire, England, WA14 1DW**

**Email: [info@toastaltrincham.com](mailto:info@toastaltrincham.com)**

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.