

## **GDPR DATA PRIVACY NOTICE**

This is the privacy notice for Stickyweeds Coffee Shop.

We respect your privacy and are determined to protect your personal data. The purpose of this privacy notice is to inform you as to how we look after your personal data when you visit our website (regardless of where you visit it from). We'll also tell you about your privacy rights and how the data protection law protects you.

### **1. WHO WE ARE AND IMPORTANT INFORMATION**

### **2. THE PERSONAL DATA WE COLLECT ABOUT YOU AND HOW WE COLLECT IT**

### **3. COOKIE POLICY**

### **4. YOUR LEGAL RIGHTS**

### **5. CHANGES TO THIS NOTICE AND YOUR DUTY TO INFORM US OF CHANGES**

### **6. QUERIES, REQUESTS OR CONCERNS**

### **1. WHO WE ARE AND IMPORTANT INFORMATION**

#### **What is the purpose of this privacy notice?**

This privacy notice aims to give you information on how we collect and process your personal data through your use of this website. You must read this privacy notice together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal data about you so that you are fully aware of how and why we are using your data. This privacy notice supplements the other notices and is not intended to override them.

#### **Data controller(s)**

Branca Shillitoe is the controller and responsible for your personal data (collectively referred to as Stickyweeds, "we", "us" or "our" in this privacy notice). Our contact details are 328 Chapel Lane, New Longton, Preston PR4 4AB, Tel: 01772 612261.

Branca Shillitoe is the controller and responsible for this website.

#### **Third-party links outside of our control**

This website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements.

When you leave our website, we encourage you to read the privacy notice of every website you visit.

### **2. THE PERSONAL DATA WE COLLECT ABOUT YOU AND HOW WE COLLECT IT**

Personal data, or personal information, means any information about an individual from which that person can be identified. You can find out more about personal data from the [Information Commissioners Office](#).

Stickyweeds website uses cookies to help make this website better. If you do not wish us to collect and store information from your computer, you can switch off cookies in your Browser's Preferences. If you continue browsing without disabling cookies you agree to our use of cookies in accordance with your cookie policy.

### **3. COOKIE POLICY**

#### **What are Cookies?**

Cookies are small files web browsers place on a computer's hard drive. They are often used to help us authenticate users as well as to help websites to work more efficiently and, in some cases, they are essential to the operation of a website (e.g. – commerce) and often website forms require the use of cookies to work properly.

The data we access is stored anonymously and includes no sensitive data. Cookies are not essential for normal browsing of a website.

The website uses the following cookies:

NID This cookie related to preferences e.g. language, location etc – owned by Google –these are included to improve the users experience.

\_gat, \_gid, \_ga cookies related to Google analytics This allows us to count the number of visitors to this website and to see how visitors move around the website when they're using it.

#### **Google Analytics Statement**

This website uses Google Analytics, a web analytic service provided by Google Inc. ("Google"). Google Analytics uses "cookies", which are text files placed on your computer, to help the website analyse how users use the site. The information generated by the cookie about your use of the website (including your IP address) will be transmitted and stored by Google on servers in the United States. Google will use this information for the purpose of evaluating your use of the website, compiling reports on website activity for website operators and providing other services relating to website activity and internet usage. Google may also transfer this information to third parties where required to do so by law, or where such third parties process the information on Google's behalf. Google will not associate your IP address with any other data held by Google. You may refuse the use of cookies by selecting the appropriate settings on your browser, however please note that if you do this you may not be able to use the full functionality of the website. By using this website, you consent to the processing of data about you by Google in the manner and for the purposes set out above.

### **4. YOUR LEGAL RIGHTS**

Unless subject to an exemption under the data protection laws, you have the following rights with respect to your personal data:

- The right to request a copy of the personal data which we hold about you;
- The right to request that we correct any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary to retain such data;
- The right to withdraw your consent to the processing at any time, where consent was the lawful basis for processing your data;
- The right to request that we provide you with your personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), where

applicable (i.e. where our processing is based on consent or is necessary for the performance of our contract with you or where we process your data by automated means);

- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to our processing of personal data, where applicable (i.e. where processing is based on our legitimate interests (or in performance of a task in the public interest/exercise of official authority); direct marketing or processing for the purposes of scientific/historical research and statistics).

If you wish to exercise any of the rights set out above, please contact us Stickyweeds Coffee Shop, 328 Chapel Lane, New Longton, PR4 4AB Tel: 01772 612261, stickyweedscafe@gmail.com

### **What we may need from you**

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

### **5. CHANGES TO THIS NOTICE AND YOUR DUTY TO INFORM US OF CHANGES**

This version was last updated on 10<sup>th</sup> August 2018.

### **6. QUERIES, REQUESTS OR CONCERNS**

To exercise all relevant rights, queries or complaints in relation to this policy or any other data protection matter between you and us, please in the first instance contact Branca Shillitoe, Stickyweeds Coffee Shop, 328 Chapel Lane, New Longton, PR4 4AB. Tel: 01772612261, stickyweedscafe@gmail.com

If this does not resolve your complaint to your satisfaction, you have the right to lodge a complaint with the [Information Commissioners Office](https://ico.org.uk/global/contact-us/email/) on 03031231113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, England, UK.