



LA Catering

Partnership – 89 Causewayside street, Glasgow, – G32 8LT
0141 237 8668 - alan@lacatering.co.uk

Privacy and data protection policy

INTRODUCTION

LA Catering is committed to protecting your privacy and processing your personal data in accordance with the Data Protection Act (DPA) 1998 up to 24 May 2018 and the General Data Protection Regulation (GDPR)

from 25 May 2018.

LA Catering is the data controller of the information we collect and hold about you.

This policy explains how the information we collect is used and kept securely.

We have reviewed the purposes of our data processing activities and selected the most appropriate lawful

basis for each activity.

DATA PROCESSING ACTIVITIES

PROVISION OF GOODS AND SERVICES

Lawful basis

We will process your data on the basis of legitimate interests.

A Legitimate Interests Assessment (LIA) has been conducted and we have concluded it is the most appropriate basis.

Our

legitimate interests are:

- Registering and maintaining you as a trading partner and administering your account as efficiently as possible.

DIRECT MARKETING

Lawful basis

Existing customers

We will process your data on the basis of legitimate interests.

Our purpose is to provide you with information about our goods, services, special offers and news, to enhance our trading relationship and offering the right to produce at any time using our contact details provided below.

Potential customers

We will process your data on the basis of legitimate interests.

Our purpose is to provide you with information about our goods, services, special offers and news and offering the right to object at any time using our contact details provided below.

If you do not wish to continue to receive marketing from us, reply to any e-mail communication with 'UNSUBSCRIBE' in the subject box.

Alternatively, you can contact us in writing:

LA Catering

89 Causewayside street

Glasgow

G32 8LT

orders@lacatering.co.uk

GENERAL ENQUIRIES

Lawful basis

When you contact us to seek information, we will process your data on the basis of legitimate interests.

Our interest is to respond to your enquiry as efficiently as possible and to provide you with the requested information.

THE INFORMATION WE COLLECT ABOUT YOU



When you set up an account with us or place an order with us, we may collect the following information about you:

- Your name, email address, billing and delivery address, telephone numbers, payment details, IP addresses.

HOW WE MAY USE YOUR PERSONAL INFORMATION

- To deal with your requests and enquiries;
- To contact you for reasons related to the provision of LA catering's goods and services;
- To provide payment processing and account management;
- To notify you about LA catering offers and news;
- To comply with our legal obligations;
- To prevent, detect, mitigate, and investigate fraudulent or illegal activities;
- For use in print and marketing materials

We will only disclose your personal information to third party service providers if it is required to provide you with our goods and services.

We do not sell, rent or otherwise disclose your personal information to third parties for the purposes of marketing or advertising.

PROTECTING YOUR INFORMATION

We protect your personal information using technical and administrative security measures to reduce the risk of loss, misuse, unauthorised access, disclosure and alteration. Some of the safeguards we use are firewalls and data encryption, physical access controls to our data centres, and information access authorisation controls.

By providing your personal data, you agree to this transferring, storing processing. We will take all reasonable steps to ensure that your data is treated securely and in accordance with this privacy policy.

OUR COMMITMENT TO CHILDREN'S POLICY

Protecting the privacy of the very young is essentially important. For that reason, we never collect, store or process this information knowingly.

DATA RETENTION: HOW LONG WE HOLD YOUR INFORMATION FOR

We will only retain your information for as long as is necessary, for the purpose or purposes for which we have collected it.

Customers: We will retain your data for such time as you are in a trading relationship with LA Catering. If you stop trading with LA Catering or your account is suspended for any other reason, your personal data may be

retained on our system for a period of up to seven years.

At any time you may amend or delete any personal data that we hold, or request us to do so.

You have the following rights under data protection legislation:

- To access a copy of the information comprised in your personal data;
- To object to processing of your personal data that is likely to cause or, is causing damage or distress;
- To prevent processing for direct marketing;
- To object to decisions being taken by automated means;
- In certain circumstances, to have inaccurate personal data rectified, blocked, erased or destroyed;
- To claim compensation for damages caused by a breach of data protection legislation.

FINDING OUT WHAT INFORMATION LA CATERING HOLDS ABOUT YOU

If you would like to access your personal data or have any questions or comments about this Privacy Policy,

please contact:

LA Catering

89 Causewayside street

Glasgow

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