

The Cheese Hut

Privacy Policy

This notice tell you what to expect in relation to 'Personal Data' about you or your company we have collected, handled, processed and stored by us governed by the General Data Protection Regulations (GDPR) and the Data Protection Act 2018.

What is Personal Data?

'Personal Data' means any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is anyone who can be identified, directly or indirectly from that data. Identification can be by the information alone or in combination with other information that is within our possession, control or from other information to which we legally have access to.

How do we collect Personal Data information?

To ensure data is accurate we prefer to collect the information we need directly from you. We will usually do this:

If you visit our website.

If you complete an online form.

When you contact us for any reason via email or telephone.

When you start to do business/trade with The Cheese Man

If you provide us with your business card.

When you apply for job opportunities on our website.

If you visit our premises.

What Information do we collect?

The information we collect may vary based on what services and information we provide to you.

Typically we need:

Your name, job title, email, address and contact number so we know who you are and what services you require from us.

For enquiries we may require your contact details (telephone number and/or email address) in order to respond to your enquiry or order.

We may gather information when you visit our website, such as which pages you visit or how long you spend reading a particular page.

We collect personal information on job application forms such as your name, address, work history, qualifications and references; along with any other information which you choose to supply us with on your CV.

We adhere to all of the principles of the GDPR including data minimisation.

In order to keep everyone safe we use CCTV on our premises which will monitor your activities and movements in certain areas.

We keep a record of the events you attended and emails we send you, and may even track whether you receive or open them so we can make sure we are sending you the most relevant information.

You may refuse to provide us with some or all of your personal information however this might restrict how we interact with you.

The data and information held within a job application or CV will be used to make a job offer to the applicant.

How do we use your information?

We use your data to:

Provide you with the services you want, such as account statements

Tell you about changes in our services or new services or products we feel would be beneficial to you.

Invite you to business events.

Look after your relationship with us, including:

Seeking your views on any service or products we provide you.

Dealing with any problems, enquiries, or complaints you may have.

Resolving queries on invoicing or payment.

Keeping our records accurate and up to date.

Complying with any legal or contractual obligations we may have.

Measuring the effectiveness of the website.

Enabling you to apply online for jobs and keep you informed on the progress of any job application you have made.

We may capture your images on CCTV.

Unless required by law data will be held for 12 months or 6 months for job applications.

Who else may have access to your Data?

Licensed credit reference agencies, if an account facility is required.

Product and service providers whom we may be contractually obligated to engage with us on your behalf

Insurance providers and intermediaries that are engaged to mitigate risks to our business.

Other 3rd parties, based upon our 'legitimate interests' as a business, examples may include, data centres that securely store your information,

Banks that require relevant personal data in order to fulfil, on our behalf, our obligations to you.

Any statutory, governmental or regulatory body that requests Personal Data and that we are obliged by Law or regulation, to provide.

How do we protect your Personal Data?

The Cheese Man aim to protect your Personal Data, and complies with its obligations under the GDPR, by:

Keeping Personal Data up to date;

Only storing information in secure locations;

Destroying information that is no longer relevant or out of date;

Not collecting or retaining unnecessary or excessive amounts of data;

Protecting Personal Data from loss, misuse, unauthorised access and disclosure;

Ensuring that appropriate technical measures are in place to protect Personal Data.

Ensuring that we undertake suitable due diligence checks on 3rd parties who have a legal basis for Processing Personal Data.

For any further information, updates or concerns with regards to your

Personal Data, please contact us at dataprotection@thecheesehut.co.uk

Tel 01273 789107