

Privacy Policy.

Phoenix Kitchens Limited.

Business privacy policy

This privacy policy sets out how Phoenix Kitchens uses and protects any information that you give Phoenix Kitchens Ltd when you use this website or deal with Phoenix Kitchens for a transaction, quotation or enquiry.

Phoenix Kitchens is committed to ensuring that your privacy is protected. We also have a more comprehensive online security policy in order to comply with our FCA regulations.

Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

Phoenix Kitchens 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 031011.

What we collect

We may collect the following information:

- name and job title
- contact information including email address
- demographic information such as postcode, preferences and interests

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 do not send out marketing emails unless you have subscribed to our website on or after 25th May 2018, and even then we only do so for big news or important events.

We will keep the necessary legal information required to comply with correct accounting for business purposes, but will only do so for as long as is required by law. We will review on a regular basis when our records can be safely and securely destroyed by shredding them.

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 online. We do not store financial details once a payment has been completed and we only complete financial transaction over the phone or face to face. Our website has no facility to take any payments.

All of our computers are password protected and kept in a locked office if not manned by staff.

Backups of our system and records are kept on physical hard drives that are kept in a locked cupboard when not in use or we use the virtual cloud to keep backups where necessary.

We are registered with the information commissioner and comply with their guidelines.

We are registered with the Financial conduct authority number 799380.

How we use 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.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about webpage traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

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.

Links to other websites

Our website may contain links to other websites of interest. 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.

Controlling your personal information

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

- whenever you are asked to fill in a form on the website, look for the box that you can click to indicate that you do not want the information to be used by anybody for direct marketing purposes
- if you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to or emailing us at andy@phoenixkitchens.co.uk

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 if you tell us that you wish this to happen.

You may request details of personal information which we hold about you under the Data Protection Act 1998. A small fee will be payable. If you would like a copy of the information held on you please write to Phoenix Kitchens, Units 1 & 7, Moorlands trading estate, Metheringham, Lincolnshire, LN4 3HX or you can email us at andy@phoenixkitchens.co.uk

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.

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