**The Canape Kitchen**

**Privacy Policy**

This privacy policy sets out how The Canape Kitchen uses and protects any information that you give The Canape Kitchen when you use this website.

The Canape Kitchen is committed to ensuring that your privacy is protected. 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.

The Canape Kitchen 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 16 May 2018.

**What we collect**

We may collect the following information if you e-mail us to make an enquiry and follow this up with an order for collection or delivery:

* name
* email address
* telephone number
* address including postcode
* dietary requirements

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

We collect this information to understand your enquiry and potentially to fulfil an order. We use this for:

* Internal record keeping, accounts and invoicing.
* Communication about your enquiry or order
* If you actively subscribe to our website we may periodically send promotional emails about new products, special offers or other information which we think you may find interesting using the email address which you have 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 we collect online.

**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

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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 via Google Analytics and helps us 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.

**Controlling your personal information**

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

* if you have previously agreed to us using your personal information for direct marketing purposes by subscribing to our website, you may change your mind at any time by writing to or emailing us at [Karen@thecanapekitchen.co.uk](mailto:Karen@thecanapekitchen.co.uk)
* We will not sell, distribute or lease your personal information to third parties
* 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.

The Canape Kitchen

16 May 2018