

Privacy Policy

We understand that knowing and understanding how your personal data is used is important to you. Maple & Bean Ltd care about this and this page explains how we use your data.

Contacting Us

We are Maple & Bean Ltd, Registered Office address 2 Birds Lane, Cowbridge, CF71 7FB.
Company number 13681541. If you need to contact us, please email hello@mapleandbean.co.uk.

What Does This Policy Cover?

This Privacy Policy applies only to your use of our site. Where our site may contain links to other websites you are advised to check the privacy policy of that website.

The Type Of Personal Information we Collect

We may collect personal information about you, including but not limited to:

- Your name
- Address
- Email Address
- Age
- Gender
- Profession
- IP Address, web browser type
- Your preferences, likes and dislikes

How we gather your personal information and why we collect it

Most of the information we collect comes voluntarily from you when you reach out to us on our contact form or perhaps you have handed in your CV whilst looking for work.

We may gather some information if you use our internet service in our cafes.

We need this information to contact you and to personalise the service we offer you. By getting to know our customers it allows us to build a better business to suit you.

Where your details are used for marketing purposes, you will always have an option to opt out.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are: your consent. You are able to remove your consent at any time by writing to us or emailing us.

We do not pass any information on to a third party.

How We Store your Personal Information

Your information is generally stored in a digital format. Paper CV's are destroyed if not in use.

Your information is always held in the UK and never held for longer than is necessary.

Your Data Protection Rights

Under the legislation, you have rights in relation to your personal data, with some exceptions. These include the right to:

- be informed about how your data is being used
- access personal data
- have incorrect data updated
- have data erased
- stop or restrict the processing of your data
- data portability (allowing you to get and reuse your data for different services)
- object to how your data is processed in certain circumstances

There is no charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact abbie@mapleandbean.co.uk if you wish to make a request

How to Complain

If you have any concerns about our use of your personal information, you can make a complaint to us at abbie@mapleandbean.co.uk

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline Number 03031231113

ICO website: <https://www.ico.org.uk>