



CMC DATA PRIVACY NOTICE FOR CUSTOMERS

This policy relates to the privacy of your personal data at Catering Management Consultants Limited (CMC).

CMC are the Data Controller.

As we set the rules and reasons for collecting data from you, we are classed as the Controller of your personal data. This means it is our responsibility to ensure that the data we collect is controlled effectively, and protected at all times. Should you have any questions about the processing of your data contact our Data Compliance Manager, Lynn Stewart, directly using the following methods:

Mrs L Stewart, CMC, 113B Business First, Davyfield Road, Blackburn, Lancashire BB3 3PN

lynn@cmcschoolfood.co.uk

Why we need your personal data and what we need to do with it.

Website Visitors

How we use Cookies

Cookies are very small text files that are stored on your computer when you visit some websites.

We only use cookies to:

Track the pages you visit via Google Analytics

and to remember your login details for the system to operate correctly.

This website will not share any personal information with third parties.

Your personal data will be managed in accordance with the new General Data Protection Regulation (GDPR) under the following principles:

1. Lawfulness, Fairness and Transparency:

We are required to process your personal data as part of the performance of your contract with CMC.

2. Purpose Limitation:

Your data will only be collected for specified, contractual and legitimate purposes meaning that as well as using the data to perform your contract, we may use it for:

- CMC Focus updates
- Marketing Purposes - as a reference contact for potential customers, in case studies with your approval or on social media with your approval, unless you tell us not to do so.
- Other products/services provided by CMC that we may offer to you unless you tell us not to do so

3. Data Minimisation:

We will not ask for more information than we need for the purposes for which we are collecting it.

4. Data Accuracy:

We will update our records when you inform us that your details have changed.

5. Storage Limitation:

We will retain your personal data for the length of time needed to complete the initial request and for a maximum of 3 years should you terminate the request.

6. Integrity and Confidentiality:

We have implemented processes to protect the integrity and confidentiality of your personal data

Policies and processes we have to protect your rights as the 'Data Subject'

Under the GDPR you have a number of 'rights' which you can exercise at any time. Should you wish to do so, please contact the person named at the end of this Notice. These rights might include:

- the right to access all of the data we process on you. This will be supplied to you within 30 days from the request being received.
- the right for any inaccurate data we hold on you to be corrected. We will make your amendments without undue delay
- Where the contract has ended but consent has been obtained to process your data, you may have the right to be forgotten and your personal data to be erased without undue delay. Where we require your data (for contractual reasons), your data will be removed once the term of the contract has expired
- the right to restrict us from processing your personal data, which can be reversed by you
- the right in certain circumstances to object to automated decision making, whereby we may use your data for profiling purposes to make a decision.

Transferring personal data

Due to the nature of the business, we work with a variety of GDPR compliant businesses who act as our processors which store and process your personal data on our instructions. Below is a list of the types of processors that we share your data with:

- Website hosting companies
- Produce and product suppliers
- Training companies
- Information Technology companies
- Secured servers

International Transfers

The company may hold data in encrypted cloud storage outside the EU which is maintained by a company who are certified compliant with the EU - US Privacy Shield.

Talking to us about your rights or this Notice

Should you wish to speak to us about the way we process your data, or wish to exercise your rights as listed above, please contact our Data Compliance Manager, Lynn Stewart, directly using the following methods:

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Lancashire BB3 3PN

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