



General Data Protection Regulation Policy (GDPR) - effective 25th May 2018

This Privacy Policy describes how and when I collect, use, and share information when you purchase a cake from me, contact me, or otherwise use my services through, my website, Facebook.com, or their related sites and services. Cut The Cake Kitchen is committed to safeguarding the privacy of my customers.

#### Information I Collect

To fulfil your order, you provide me with certain information (which you authorised PayPal to provide to me), which may include your name, email address, postal address, payment information, and the details of the product that you're ordering. You may also choose to provide me with additional personal information for a custom order, such as names and photographs.

#### Why I Need Your Information and How We Use It

We rely on a number of legal bases to collect, use, and share your information, including:

- as needed to provide our services, such as when we use your information to fulfil your order, to settle disputes, or to provide customer support;
- if necessary to comply with a legal obligation or court order or in connection with a legal claim, such as retaining information about your purchases if required by tax law.

#### How I Collect This Data

This data is supplied to Cut The Cake Kitchen via the telephone, email message, Facebook message or at the payment process via PayPal. I receive the details saved to your account at the time of ordering. Information is then stored in my email account, PayPal account or Facebook message and transferred to hard copy order form for filing.

#### Information Sharing and Disclosure

Cut The Cake Kitchen will not share or disclose any information provided by you.

#### Website Use and Contact Form

My website provider is Create.net, they have a privacy policy relating to use of their website and also information regarding the collection and use of 'cookies'. My website uses cookies to gather analytical data which helps me to know if my website is actually working and growing my business. Cookie and website information is for my business use only and will never be shared by me. Here's a link to the create privacy policy. <https://www.create.net/about/privacy-policy>

If you use my website contact form to message me please be aware that this information is passed onto me by my website provider (create.net). Rest assured my website is SSL (green padlock) encrypted and is completely safe to use although no payment information will ever be required through [www.cutthecakekitchen.co.uk](http://www.cutthecakekitchen.co.uk)

#### Data Retention

I retain your personal information only for as long as necessary to provide you with my services and as described in my Privacy Policy. I generally keep your data for the following time period: 1 month after completion of your order. All emails, personal information and photographs are permanently deleted after this time.

#### How I Keep Your Data Secure

#### Data stored digitally

- The information collected during the checkout payment process is stored in my /PayPal account. PayPal have renewed their General Data Protection Regulation Policy to abide with the new laws in place, effective 25th May 2018. Links to their Privacy Policies are at the end of this document for your information.
- I employ security measures on all of my devices to ensure data is stored securely. Devices in our possession that have access to emails, iMessage, Facebook and PayPal accounts are as follows:
  - iPad Mini, passcode protected
  - iPhone 6SE passcode and fingerprint protected
  - Hewlett Packard Laptop, password protected and McAfee Installed firewall

#### Data stored as a hard copy

Hard copies of order forms are kept as records of work done for accounting purposes only. These documents will not be shared, disclosed or used by anyone other than myself to complete your order.

#### Your Rights

If you reside in certain territories, including the EU, you have a number of rights in relation to your personal information. While some of these rights apply generally, certain rights apply only in certain limited cases. We describe these rights below:

- Access. You may have the right to access and receive a copy of the personal information we hold about you by contacting us using the contact information below.
- Change, restrict, delete. You may also have rights to change, restrict our use of, or delete your personal information. Absent exceptional circumstances (like where we are required to store data for legal reasons) we will generally delete your personal information upon request.
- Complain. If you reside in the EU and wish to raise a concern about our use of your information (and without prejudice to any other rights you may have), you have the right to do so with your local data protection authority.

#### How To Contact me

For purposes of EU data protection law, we, Cut The Cake Kitchen is the data controller of your personal information. If you have any questions or concerns, you may contact me at [enquiries@cutthecakekitchen.co.uk](mailto:enquiries@cutthecakekitchen.co.uk). Alternately, you may mail us at: Cut The Cake Kitchen, 10 Cygnet Close, Ellesmere, Shropshire, SY12 9QB.

If you have any questions about GDPR or this privacy policy, please do get in touch - i take your privacy very seriously and are more than happy to help. Thank you! Emma Lake

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#### My Service Providers' Privacy Policies:

PayPal - <https://www.braintreepayments.com/en-gb/legal/braintree-privacy-policy>

Facebook - <https://m.facebook.com/about/privacyshield>