

# **Privacy Policy**

## **OUR CONTACT DETAILS:**

Name: Luxford Burgers Website: <u>www.luxfordburgers.co.uk</u> Address: 107-109 St. Leonard's Street, Edinburgh, EH8 9QY Phone Number: 0131 662 9349 Email: <u>info@luxfordburgers.co.uk</u>

## THE TYPE OF PERSONAL INFORMATION WE COLLECT:

We currently collect and process the following information:

- Name
- Address
- Mobile Number
- Email Address
- Payment Details

# HOW WE GET THE PERSONAL INFORMATION AND WHY WE HAVE IT:

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Delivery purposes;
- Email marketing;
- Table reservations.

We may share this information with other Luxford Burgers locations.



Under the General Data Protection Regulations (GDPR), the lawful bases we rely on for processing your information are:

- **Your consent.** You are able to remove your consent at any time by contacting info@luxfordburgers.co.uk.
- We have a contractual obligation.
- We have a legal obligation.
- We have a vital interest.
- We need it to perform a public task.
- We have a legitimate interest.

#### HOW WE STORE YOUR PERSONAL INFORMATION:

Your information is securely stored on Microsoft OneDrive. We keep name and email address for an infinite time period until asked to remove the information. We will then dispose of your information by securely deleting the data.

### YOUR DATA PROTECTION RIGHTS:

Under data protection law, you have rights including:

- Your Right of Access you have the right to ask us for copies of your personal information.
- **Your Right to Rectification** you have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- Your Right to Erasure you have the right to ask us to erase your personal information in certain circumstances.



- Your Right to Restriction of Processing you have the right to ask us to restrict the processing of your personal information in certain circumstances.
- Your Right to Object to Processing you have the right to object to the processing of your personal information in certain circumstances.
- Your Right to Data Portability you have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have two weeks to respond to you.

Please contact us by email (<u>info@luxfordburgers.co.uk</u>), phone (0131 662 9349) or in writing to 107-109 St. Leonard's Street, Edinburgh, EH8 9QY, 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 <u>info@luxfordburgers.co.uk</u>.

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: 0303 123 1113 ICO Website: <u>www.ico.org.uk</u>