

PRIVACY POLICY

References to 'we and 'us' in this Privacy Policy are to Tracey and Mark Howes of www.maisonacanthecoffee.co.uk

At www.maisonacanthecoffee.co.uk we respect your privacy and aim to comply with the latest data protection regulations. This policy explains how we collect and handle data relating to our website visitors. Please note that this policy may be altered in the future. It was last updated on 22 March 2023.

Who collects the information?

The information is being collected by www.maisonacanthecoffee.co.uk, and the person responsible for handling data is Tracey Howes, who can be contacted via our website.

How do we collect information?

Information can be collected if you contact us via our enquiry form.

Anonymous data (relating to your computer, not to you personally) can also be collected whenever someone merely visits one of our web pages (this involves cookies - see below).

What information is collected?

For enquiries and/or bookings we will only collect the minimum information required for the purposes of being able to contact you and make an accurate record of the booking and process any payments relating to it.

The anonymous data relating to website traffic is limited to details of the device or connection being used to access our website (including the IP address of your computer, the country the connection is made from, the browser, etc.) and a record of the pages visited, plus the time spent on each page.

How is your data used?

When you contact us, your data is only used for corresponding purposes. We will not pass your contact details and other personal data to a third party.

Some data will also be used for internal record keeping (e.g. for the accounts that we are legally obliged to maintain), and to help us assess how to improve the services that we offer.

Anonymous data collected from cookies is used purely to compile statistics regarding the website traffic so that we can judge how well the website is performing.

Who has access to your information?

We will not sell or rent your information to third parties.

We will not share your personal information with third parties for marketing purposes. Personal information will only be given to a third party when we are legally obliged to do so.

Anonymous data derived from cookies may be shared with third parties, but only for technical purposes, not marketing ones.

Your consent

We will not contact you for marketing purposes by email, phone or text message unless you have given your prior consent. You can change your marketing preferences at any time by contacting us via our website.

How you can access and update your information

You can ask us to update or remove your personal information by emailing us via our website.

You have the right to ask for a copy of the information we hold about you, and this will be sent to you in electronic format free of charge.

Your right to restriction

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

- Whenever you are asked to fill in a form on the website, look for the box that you can click to indicate that you do not want the information to be used by anybody for marketing purposes;
- If you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by emailing us via our website.

Your right to be forgotten

Data will only be stored for as long as it is needed. Unnecessary data will be erased.

The security of your information

When details such as your name and email address are submitted via a contact form or email, this can never be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk. Once we receive your information, we make our best effort to ensure its security on our systems.

Breach notification

If we hold records of your personal data and we become aware of a data breach, we will endeavour to inform you of this within 72 hours.

Links to other websites

Our website contains links to other websites of interest. You should note that we do not have any control over those websites, and so cannot be responsible for the protection and privacy of any information which you provide whilst visiting them.

Users under 18 years of age

Any user under 18 years of age must have their parents'/guardians' consent to use our website. Users without this consent are not allowed to provide us with personal information.

Cookies

A cookie is a small file sent to your computer's hard drive by a web page that you visit. Cookies allow web applications to recognise your device (not you personally) as you move from one page on the site to another, or if you revisit the site within a certain period of time. If you express a preference on a web page, for instance, that preference can then be recalled in the future. A cookie in no way gives us access to other files on your computer or to any other of your device's functions.

We use traffic log cookies to compile statistics about the popularity of pages on our site and about how people have arrived here. This helps us improve our website. We only use this information for statistical purposes.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, however, you can usually modify your browser settings to decline or block cookies if you prefer.

The following table indicates which cookies we are using and what they do.

Cookie	ID	Purpose	Further info
Google Analytics	www.google.com/analytics	These cookies are used to collect information about how visitors use our site, which we use to help improve it. The cookies collect information in an anonymous form, including the number of visitors to the site, where visitors have come to the site from and the pages they visited.	Google Analytics privacy info Opting out of Google Analytics

Calendar	www.availabilitycalendar.bookalet.co.uk	This enables the calendar system to display bookings. It stores no information about the visitor.	
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Acceptance of these terms

By using our website, you signify your acceptance of the terms of our privacy policy. If you do not agree to the terms of our privacy policy, please do not use our website. Your continued use of our website following the posting of any changes to our privacy policy will mean that you accept those changes.