

# Kitty's Cakes

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Bespoke Wedding and Celebration Cakes. Handmade in the heart of Suffolk.

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## **We've updated our Privacy Policy**

Due to new General Data Protection Regulations effective from 25th May 2018 we have reviewed and updated our Privacy Policy. Our commitment to your privacy has not changed. We have provided information about how we collect and use personal data.

## **Privacy Policy – Kitty's Cakes**

We are responsible for the collection and proper management of any personal information you give to us. We will keep your personal details secure and use the information you provide consistently with applicable privacy and data protection laws and the terms of this Privacy Notice.

### **What information do we collect?**

The information we collect and hold is likely to include your name, contact details and any additional information we may need to help meet your specific requirements.

We do not hold a marketing database.

We will always process your personal information on lawful grounds and in particular on the grounds set out below:

- **Performance of a Contract/Service** – if we supply goods or services to you, or receive goods or services from you, we need to be able to contact you and to record any work performed for invoicing purposes. This information is likely to include your name, contact details, payment details, and any additional information we may need to help meet your specific requirements.
- **Legal Obligation** – we may also disclose your personal data without your permission to the extent that we are required to do so by law or regulation.

### **How long will we hold your information for?**

We have a system of retention periods in place to ensure that your information is only stored whilst it is required for the relevant purposes or to meet legal requirements. Where your information is no longer required, we will ensure it is disposed of or deleted in a secure manner.

### **Your rights – you have the right to ask us at any time:**

- to confirm whether we hold any of your personal data;
- to send you a copy of any personal data that we hold about you;
- to correct any inaccuracies in your personal data and to add relevant details where the personal data we hold is incomplete;
- to delete (to the extent possible) any of your personal data, where we are required by law to do so;
- to stop processing your personal data, where we are required by law to do so;
- to let you have a portable copy of the personal data we hold about you, where we are required by law to do so;
- to stop processing any of your personal data that we process on the basis of our legitimate interests; and

If you wish to exercise any of these rights, or if you wish to object to our use of your personal information, please write to us at the address given below, or e-mail us at [info@kittyscakes.co.uk](mailto:info@kittyscakes.co.uk)

You can contact us directly if you have any questions about our privacy notice or information we hold about you, by writing to us at the address below or by e-mailing us at [info@kittyscakes.co.uk](mailto:info@kittyscakes.co.uk).

Best wishes

**Sarah Stephenson**

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