

Privacy notice

What this notice covers

Ayrshire Chip n Logs is committed to protecting the privacy and security of your personal information.

This Privacy Notice describes how we collect and use personal information about you in accordance with the General Data Protection Regulation (GDPR) and data protection legislation.

Identity of the data controller

Ayrshire Chip n Logs is a “data controller”. This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

It is important that you read this notice, together with any other privacy notice(s) we may provide in the future, so that you are aware of how and why we are using such information when collecting or processing personal information about you.

Categories of personal data we process

We will collect, store, and use the following categories of personal information about you:

- personal contact details (including name, title, addresses, telephone numbers, personal email addresses)

Sources of personal data

We collect personal information about you through the ordering process.

Our lawful basis for processing your data

We will use your personal information in the following circumstances:

- where it is necessary for our legitimate interests or those of a third party and your interests and fundamental rights do not override those interests

We will process health information if we need to make reasonable adjustments to the delivery process for customers who have any disabilities.

We will process other special categories of data, as permitted by data protection legislation.

Who has access to your data?

Your information will be shared internally with employees involved in the process and decision making of orders only if access to the data is necessary for the performance of their roles.

We will not share your data with third parties.

Recipients of your data may include former employers whom we obtain references from.

When sharing your information with third parties, we will ask that they respect the security of your data and treat it in accordance with the law.

Security of your data

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we ensure that access to your personal information is limited to Ayrshire Chip n Logs

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

How we decide how long to retain your data

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data. We also consider the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means.

Your rights

You have the right to:

- **request access** to, and a copy of, your personal information
- **request correction** of the personal information that we hold about you
- **request that we delete your** personal information
- **object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground
 - you also have the right to object where we are processing your personal information for direct marketing purposes.

If you believe the **Ayrshire Chip n Logs** has not complied with your rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

There is no statutory or contractual requirement on you to provide us with personal data, however, if you do not provide personal data, it is likely to be impossible for **Ayrshire Chip n Logs** to progress with your order.

Automated decision-making

Ayrshire Chip n Logs may make use of electronic automated decision-making systems. We would only do so in the following circumstances:

- where we have notified you of the decision and given you 21 days to request reconsideration
- where it is necessary to perform the contract with you and appropriate measures are in place to safeguard your rights
- in limited circumstances, with your explicit written consent and where appropriate measures are in place to safeguard your rights

Employment decisions are not based solely on automated decision-making.

Changes to this privacy notice

Ayrshire Chip n Logs reserves the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.