# <u>The New Inn Blagdon – Privacy Policy</u>

## Scope of this policy

- 1. This Privacy Policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. That data may be collected in the following circumstances:
  - if you contact us via our website, by phone, by email or by letter post;
  - if you opt in to receive our newsletters or any other information that you agree to;
  - if you visit our venue
  - if you make a reservation at our Venue or buy a ticket for an event;

"Personal data" means recorded information we hold about you from which you can be identified. It may include your contact details, details about your dietary requirements, image footage captured via CCTV at our venue, financial details, other personally identifiable information, or information that we are able to infer about you based on your interaction with us.

"Processing" means doing anything with the data, such as accessing, disclosing, destroying or using the data in any way.

The data controller for the purpose of this Policy is Yeo Valley Properties a company registered in England and Wales with registered number 11294348 whose registered office is at Yeo Valley HQ, Rhodyate, Blagdon, Bristol, BS40 7YE.

## **Privacy Policy:**

Together "Yeo Valley Properties", "we" "our" and "us"

- 2. Please read this Privacy Policy carefully to understand our views and practices regarding your personal data. This explains what information we gather and helps us ensure that you understand and consent to our uses of such information. The New Inn Blagdon is committed to safeguarding and respecting your privacy in compliance with the UK General Data Protection Regulation.
- 3. We occasionally modify our Privacy Policy and will post those changes on our website so that you are always aware of what information we collect, how we use it and under what circumstances we disclose it. Please check our Privacy Policy frequently to ensure that you are aware of any changes.
- 4. Please note that our websites may from time to time contain links to and from other websites. If you follow a link to any of these websites, please note that we are not responsible for the privacy practices, or the content of such websites and the information practices of those websites are not covered by this Privacy Policy. Please check the individual privacy policy of any website that you visit before you submit any personal data to them.

## Information we may collect and how we use it:

5. During the course of our activities, we will process personal data (which may be held on paper, electronically, or otherwise) about our customers and we recognise the need to treat it in an appropriate and lawful manner, in accordance with the UK General Data Protection Regulations (GDPR) and the Data Protection Act 2018 (DPA). The purpose of this policy is to

make you aware of how we will handle your personal data. However, data technology and rules change regularly, so we reserve the right to amend it at any time.

We will comply with the seven data protection principles in the GDPR, which say that personal data must be:

- Processed fairly and lawfully;
- Processed for limited purposes and in an appropriate way;
- Adequate, relevant and not excessive for the purpose;
- Accurate;
- Not kept longer than necessary for the purpose;
- Processed in line with individuals' rights;
- Be kept secure.
- 6. We will usually only process your personal data where you have given us your explicit consent and for a specific purpose, for example to receive our newsletter or to make a reservation. We may also process your data where the processing is necessary to comply with our legal obligations.
- 7. In other cases, processing may be necessary for the protection of your vital interests, for our legitimate interests or the legitimate interests of others, for example CCTV recording within our Venue.
- 8. We will only retain personal data for as long as necessary to comply with our obligations. Retention periods can be found in our Data Retention Policy, available on request.

#### Who we share data with:

- 9. Unless we have obtained your specific consent, we will never transfer your data to third parties for them to communicate directly with you. We may disclose your personal information to third parties in the following circumstances:
  - to fulfil our obligations to you
  - to service providers who manage aspects of our operations (for example third parties who provide technical services to the Website);
  - if The New Inn Blagdon or substantially all of its assets are acquired by a third party, in which case personal data held by it about its customers will be one of the transferred assets;
  - in the event that we outsource any of our business functions including the hosting and maintenance of our data assets or websites in which case we will ensure that any such service provider complies with our data procedures and policies, and that they put in place adequate data security to the required industry standards.

## We keep your information safe:

- 10. We will ensure that appropriate measures are taken against unlawful or unauthorised processing of personal data, and against the accidental loss of, or damage to, personal data.
- 11. The dynamics of the internet may mean that information is sent electronically to servers outside of the country where you originally entered the information. In addition, that information may be used, stored and processed outside the country where you entered that information for example to the United States of America. While there is a risk that countries to which information is transferred will not be subject to an information protection regime as

- rigorous as that of the UK, we will always take steps to ensure that your information is treated securely and adequately protected in accordance with this Privacy Policy.
- 12. Your data may also be processed by staff that work for us or for one of our suppliers and may be situated outside the country where you entered that information. Such staff may be engaged in, among other things, the provision of our service(s) to you and the provision of support services.
- 13. By submitting your personal data, you agree to the transfer, storing or processing described in this Privacy Policy. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Policy.
- 14. Unfortunately, the transmission of information via the internet is not completely secure. Although we do our best to protect your personal data, we cannot guarantee the security of your data transmitted to the websites; any transmission is at your own risk. Once we receive your information, we use strict procedures and security features to try and prevent unauthorised access. Agents or contractors who have access to information which you give to us are required to keep that information secure and confidential and are not permitted to use it for any purpose other than to carry out the services which they are performing.

### Your rights:

- 15. You have the right to:
  - Request access to any personal data we hold about you;
  - Prevent the processing of your data for direct-marketing purposes;
  - Ask to have inaccurate data held about you amended;
  - Request that your data is deleted and forgotten;
  - Prevent processing that is likely to cause unwarranted substantial damage or distress to you or anyone else;
  - Object to any decision that significantly affects you being taken solely by a computer or other automated process.
- 16. To exercise any of these rights, please contact the DPO via email with your full name and details and we will do our best to make the amendments as soon as possible. But do please understand that changes may not be immediate.

## About this policy:

17. Any amendments will be available on this page. This policy is administered by our Data Protection Officer who can be contacted on the following email address: dpo@yeovalleyfarms.co.uk