

## **Merritt-Harrison Catering Consultancy Privacy Statement**

Merritt-Harrison Catering Consultancy is committed to protecting your privacy when you use our on-line or telephone service. In this policy we explain how and why we collect your information, what we do with it and what controls you have over our use of it.

### **Your acceptance of these Privacy Statement terms**

By contacting us via our website, email or telephone services, you unconditionally agree to be bound by this Privacy Policy.

### **What data do we collect and how do we use it?**

Merritt-Harrison Catering Consultancy collects and processes information about you in order to:

- 1) Process enquiries submitted by you, via our website, telephone or email
- 2) Customise your experience, for example, provide you with any specific requests for information you may make
- 3) Send you information we think you may find useful, including information about Merritt-Harrison Catering Consultancy and our services

You may be asked when you contact us, for information about yourself, such as your name, e-mail address, company name and postal address, direct telephone number and position within your company.

You are under no obligation to provide this information, but if you do not, then we may not be able to provide you with certain services or tailor our services for you.

### **Use of cookies**

We do not actively use or collect any information submitted by your PC via the use of cookies.

## **Website third party links**

Our website contains links to the sites of third parties. When you visit these sites, we suggest that you read their privacy policies. Merritt-Harrison Catering Consultancy is not responsible for the privacy policies or the content of such sites.

## **Security**

Merritt-Harrison Catering Consultancy places great importance on the security of all information associated with our customers and clients. We have security measures in place to attempt to protect against the loss, misuse and alteration of customer data under our control. For example, this privacy policy will be periodically reviewed and enhanced as necessary and only authorised personnel have access to user information.

## **Where is the information stored?**

Information which you submit via our website, email or telephone is placed on an in-house database which is stored on our own server. This is necessary in order to process your enquiry and to send you any information you have requested.

## **Disclosure of personal information**

We do not sell, distribute, lease or pass on any information or contact details stored on our database, but we may disclose personal information if required to do so by law or if we believe that such action is necessary to protect or defend our rights, property or personal safety of Merritt-Harrison Catering Consultancy and its website, visitors to the website, customers and clients.

You may request details of your personal information which we hold about you under the Data Protection Act 1998.

If you believe that any information we are holding on you is incorrect or incomplete, please email or write or us. We will promptly correct any information found to be incorrect.

## **Comments**

Please email any questions, concerns or comments to Anne Merritt-Harrison, Partner, at [admin@merritt-harrison.com](mailto:admin@merritt-harrison.com) or write to us at PO Box 309, Guildford, Surrey, GU1 1WS.