

FILIPPO'S ITALIAN RESTAURANT ("FILIPPO'S")

DATA PRIVACY STATEMENT

Filippo's is an unregistered sole trader business located in England, and located at 5a Park Place, Horsham, West Sussex, RH12 1DF.

We are a family run business established in 2006. Our aim is to offer our customer with freshly cooked, authentic Italian cuisine. We provide a comfortable family friendly atmosphere with a choice of seating areas, including an al-fresco terrace. Our delicious food may also be enjoyed in your own home through our take-away service. Further information can be found at www.filippos.org.uk.

We comply with the General Data Protection Regulation 2016 (GDPR regulation 2016/679) as amended, and electronic communications will be made in accordance with the Privacy and Electronic Communications (EC Directive) Regulations 2003. We do not use cookies to collect data from our website.

The General Data Protection Regulation ("GDPR") states explicitly that people have rights about data that refers to them. These rights are:

- Access to their data - the right of a person to see what we hold about them and how we use the data.
- Be informed about the use of their data – the right of a person to understand what we do with their data.
- Rectification of their data – the right of a person to have personal data amended if it is inaccurate or incomplete.
- Erasure of their data – the right of a person to 'be forgotten' if there is no compelling reason for us to keep their data.
- Restrict processing of their data – the right of a person to block or suppress the processing of their data. In this case personal data may be stored but not processed, and simply not used for any purpose other than recording that the person exists.
- Portability of their data – this refers to electronic data and the ability of a person to request their data to be passed or not between computer systems or applications.
- Objections about the use of their data – the right of a person to object to the use of their data for normal processing (e.g. marketing).
- Automated decision making using their data – the right of a person to object to their data being used within any system that makes an automated decision without human intervention where the outcome would have a direct impact on the person. We do not have any automated systems, so this is not relevant to Filippo's.

In simple terms this means the following:

- Filippo's will only collect data that is necessary to fulfil our normal activities;
- Filippo's will only store data (manually and electronically) for as short a time as we absolutely need to;
- Filippo's will respond to a person's request relating to any of the GDPR points above; and
- Filippo's will hold your data securely (password protected computer environments and locked cabinets).

We collect and process the data that you may provide while using any of our restaurant services, attending an event organised by us and newsletter sign-ups. The data will be deleted or destroyed securely adhering to our retention timescales.

Personal information we collect may include:

- Your full name and title
- Your date of birth
- Your postal address
- Your email address
- Your telephone number(s)
- Any special dietary requirements
- Dates of special occasions

We will also collect and hold information about any contact you have with us as a user of our restaurant, which may include:

- Scheduled and unscheduled meetings and telephone calls
- Attendance of appointments and events
- Bookings and cancellations
- Notes taken by us during the normal course of providing our services to you
- Contact preferences
- Details of correspondence sent to you or received from you
- Any other information which you have provided at the request of Filippo's

Depending on your relationship with Filippo's, and the preferences you have indicated, data we hold may be used by us to send you promotional or marketing information by post, telephone or email. When we ask you to provide your personal information we will let you know why we are asking for it, and how we will use your data, by directing you towards this notice.

Some examples of our types of communications may include:

- Informing you of services or events held at Filippo's.
- Confirmations relating to Bookings / cancellations.
- News and updates about Filippo's, marketing or supporter newsletters.
- Other relevant communications based upon your relationship with Filippo's.

We understand that your personal information and privacy are very important to you and we will make every effort to ensure that the information you share with us is recorded accurately, retained securely and used only according to your wishes.

We will protect your personal information and adhere to all current data protection legislation with respect to protecting your privacy. We do not give out, sell or trade our mailing list with third parties.

The information you provide will be used primarily to keep you informed about the services and activities of Filippo's. If at any time you no longer wish to receive communications from us or you want us to change or delete information, simply tell us by email to filippo@filippos.org.uk or by writing to us at our address above.

This Privacy Statement was last updated in May 2018.