

# Privacy Policy

Terms & Conditions – By becoming a client of Hunny Bee Cupcake Bouquets you hereby agree to the following:

Privacy Notice Hunny Bee Cupcake Bouquets – Privacy Notice – Effective Date: 7th January 2021

## Introduction

Glenys Walker of Hunny Bee Cupcake Bouquets is committed to safeguarding the privacy and personal information of customers and business partners. This Privacy Notice explains how Hunny Bee Cupcake Bouquets may collect, use, process, share, and store personal information about you, including through designated third-party service providers, and the choices that are available to you regarding this information. Please read this Privacy Notice carefully to understand Hunny Bee Cupcake Bouquets' views and practices regarding your personal information and how we will treat it. In addition to information kept in hard copy, this Privacy Notice also applies to Company-related websites, online applications that run on smart phones, tablets, mobile devices ("apps"), and other online services that we offer which link to this Privacy Notice. Please note also that our websites may contain links to other websites.

What information do we process? Only information you give to Hunny Bee Cupcake Bouquets of Nottingham. Glenys Walker will collect information about you when you hire Hunny Bee Cupcake Bouquets to work for you. By placing an order for a cake(s), purchasing a course, purchasing a kit, buying an online video or other. When you hire Glenys Walker and her service and/or remit payment for services. Hunny Bee Cupcake Bouquets also collect information about you using cookies if you interact with us via phone, social media, websites, or apps. The information you may give Hunny Bee Cupcake Bouquets could include categories such as, but not limited to, your name, work or personal address, e-mail address, phone number, date of birth, gender. Cookies and website usage. Hunny Bee Cupcake Bouquets will never hold nor ask for data that is not absolutely essential for the services you have requested.

Hunny Bee Cupcake Bouquets of Nottingham's websites use cookies to distinguish you from other users of our websites. This helps us to improve the functionality and content of the websites, including keeping the Hunny Bee Cupcake Bouquets website and records safe and secure, and to facilitate usage by you.

Please note that our websites are not intended for children under 13 years of age, and we do not knowingly solicit data online from, or market online to, children under 13 years of age.

Unfortunately, the transmission of information via the internet is not completely secure. Although Glenys Walker will do her best to protect your personal data, Hunny Bee Cupcake Bouquets cannot guarantee the security of your data transmitted to/from our website — any transmission is at your own risk.

How does Hunny Bee Cupcake Bouquets use the information about you?

Hunny Bee Cupcake Bouquets use your information to provide you with information, process orders for services that you have requested, and administer or otherwise carry out the obligations in relation to any agreement you have with Hunny Bee Cupcake Bouquets of Nottingham. Hunny Bee Cupcake Bouquets retains your information for the period necessary to serve a legitimate purpose or as required by law.

If at any time you wish Hunny Bee Cupcake Bouquets to stop using your information for any the above purposes, please contact Glenys Walker using the methods explained below. Glenys Walker will stop the use of your information for such purposes as soon as it is reasonably possible to do so. You are able to request and exercise your right to be forgotten at anytime, and all data will be deleted within 30 days. Please note this may infringe upon any on-going work.

How do we share your information? Your information is shared between Hunny Bee Cupcake Bouquets

# Privacy Policy

Potential rights under the GDPRUnder the EU General Data Protection Regulation (“GDPR”), if you are a citizen or resident of an EU country or Switzerland, you may have certain rights regarding your personal information:• Right to access information maintained about you; • Right to ensure your data is accurate and complete; • Right to erasure, or the right to be forgotten;• Right to restriction or suppression of personal data; • Right to data portability; • Right to withdraw consent if consent was previously provided; and• Right to raise a complaint to the Information Commissioner’s Office.If you are eligible to invoke one of the rights listed above and wish to do so, you may contact Glenys Walker as part of a subject access request using the details found below. Please note that Hunny Bee Cupcake Bouquets may not always be able to fulfil your request as there may be legitimate purposes, such as certain legal or statutory obligations, that require us to retain your information as stored or if we believe the change would cause the information to be incorrect.Updates to our Privacy Notice as appropriate, Hunny Bee Cupcake Bouquets may make changes to this Privacy Notice that will be posted online and, where appropriate, be sent to you by e-mail. Please check back frequently to remain aware of any updates or changes to this Privacy Notice