



Sugarloaf Limited - Privacy Notice

We are a Data Controller under the terms of the Data Protection Act 2018 and the requirements of the EU General Data Protection Regulation (GDPR).

This **Privacy Notice** explains what Personal Data we hold, why we hold and process it, who we might share it with, and the rights and freedoms of Data Subjects under the Law.

Types of Personal Data

We hold personal data in the following categories:

- Customers
- Enquiries, correspondence and complaints
- Suppliers

Why we process Personal Data (the “purpose”)

“Process” means we obtain, store, update and archive data in relation to:

- Circulation of details regarding events at Sugarloaf Cafe
- Holding details of suppliers we do business with
- Personal details of staff

What is the Lawful Basis for processing Personal Data?

- We process data because it is in our **Legitimate Interest** to do so. Without holding the data, we cannot contact those interested effectively
- We hold staff employment data because it is a **Legal Obligation** for us to do so
- We hold contractors’ data because it is needed to **Fulfil a Contract** with us.

Who might we share data with?

We only share data if it is done securely and it is necessary to do so.

- Data subjects themselves
- Suppliers and providers of goods or services
- Persons making an enquiry or complaint
- Computer software suppliers and advisors for the sole purpose of providing software support

Data Subjects' Rights

Data subjects have the right to:

- Be informed about the personal data we hold and why we hold it.
- Access a copy of the data that we hold.
- Check the information we hold about them is correct and make corrections if not
- Have data erased in certain circumstances.
- Transfer data to someone else if requested and it is safe and legal to do so.



- Tell us not to actively process or update their data in certain circumstances.

How long is the Personal Data stored?

- We will store data for as long as you wish to be part of our mailing service or for as long as is required for legal purposes such as record keeping

How to raise a Concern about Personal Data

Any correspondence about personal data should be addressed to **Deborah**, the manager and Data Controller.