



## PRIVACY POLICY

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We are committed to safeguarding the privacy of our website visitors; this policy sets out how we will treat your personal information.

**What information do we collect?** – when someone visits coffeecentral.co.uk we may collect, store and use the following kinds of personal information:

information about your computer and about your visits to and use of this website (including your IP address, geographical location, browser type and version, operating system, referral source, length of visit, page views, and website navigation

information relating to any transactions carried out between you and us on or in relation to this website, including information relating to any purchases you make of our goods or services

information that you provide to us for the purpose of registering with us

information that you provide to us for the purpose of subscribing to our website services, email notifications and/or newsletters

any other information that you choose to send to us

**Cookies** – Our Site may use “cookies” to enhance User experience. User’s web browser places cookies on their hard drive for record-keeping purposes and sometimes to track information about them. User may choose to set their web browser to refuse cookies, or to alert you when cookies are being sent. If they do so, note that some parts of the Site may not function properly.

We use Google Analytics to analyse the use of this website. Google Analytics generates statistical and other information about website use by means of cookies, which are stored on users’ computers. The information generated relating to our website is used to create reports about the use of the website. Google will store this information. Google’s privacy policy is available at: [www.google.com/privacypolicy.html](http://www.google.com/privacypolicy.html).

This website uses Google Tag Manager. Google Tag Manager is a solution that allows marketed website tags to be managed using an interface. The Tag Manager tool itself (which implements the tags) is a cookie-less domain and does not register personal data. The tool causes other tags to be activated which may, for their part, register data under certain circumstances. Google Tag Manager does not access this information. If recording has been deactivated on domain or cookie level, this setting will remain in place for all tracking tags implemented with Google Tag Manager.

**Using your personal information** – Personal information submitted to us via this website will be used for the purposes specified in this privacy policy or in relevant parts of the website. We may use your personal information to:

Administer the website

improve your browsing experience by personalising the website

enable your use of the services available on the website

send to you goods purchased via the website, and supply to you services purchased via the website

send statements and invoices to you, and collect payments from you

send you general (non-marketing) commercial communications

send you email notifications which you have specifically requested

send to you our newsletter and other marketing communications relating to our business which we think may be of interest to you by post or, where you have specifically agreed to this, by email or similar technology (you can inform us at any time if you no longer require marketing communications)

deal with enquiries and complaints made by or about you relating to the website

**Disclosures** – We may disclose information about you to any of our employees, officers, agents, suppliers or subcontractors insofar as reasonably necessary for the purposes as set out in this privacy policy. In addition, we may disclose your personal information:

to the extent that we are required to do so by law

in connection with any legal proceedings or prospective legal proceedings

in order to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk)

to the purchaser (or prospective purchaser) of any business or asset which we are (or are contemplating) selling

to any person who we reasonably believe may apply to a court or other competent authority for disclosure of that personal information where, in our reasonable opinion, such court or authority would be reasonably likely to order disclosure of that personal information.

**Security of your personal information** – We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information. We will store all the personal information you provide on our secure (password- and firewall- protected) servers. Of course, data transmission over the internet is inherently insecure, and we cannot guarantee the security of data sent over the internet.

**Policy amendments** – We may update this privacy policy from time-to-time by posting a new version on our website. You should check this page occasionally to ensure you are happy with any changes. We may also notify you of changes to our privacy policy by email.

**Your rights** – You may instruct us to provide you with any personal information we hold about you. Provision of such information will be subject to:

the supply of appropriate evidence of your identity (for this purpose, we will usually accept a photocopy of your passport certified by a solicitor or bank plus an original copy of a utility bill showing your current address).

You will receive this within 30 days if the evidence of identity is received within 7 days, otherwise we will add on a day for each day its delayed

**Third party websites** – The website contains links to other websites. We are not responsible for the privacy policies or practices of third party websites.

**Updating information** – Please let us know if the personal information which we hold about you needs to be corrected or updated.

**Contact** – If you have any questions about this privacy policy or our treatment of your personal information, please write to us by email to [info@coffeecentral.co.uk](mailto:info@coffeecentral.co.uk) or by post to our registered address

**Data controller** – The data controller responsible in respect of the information collected on this website is Perry Judson. We collect and store information about our clients which includes contact and billing information. We use this information to contact our clients via email, telephone and the postal service. Coffee Central is the sole owner of information collected on [coffeecentral.co.uk](http://coffeecentral.co.uk). Any information we collect will be subject to this privacy policy. We will not sell or rent information to third parties. Where we are required to disclose information in order to comply with the law, law enforcement, assist legal process or obey court orders etc. We will do so in good faith. Information may be disclosed to government, on request. It may also be seen by our auditors and professional advisors solely for their professional purposes