

## Privacy Policy

**Effective 1<sup>st</sup> April 2020**

### Who we are

Barley Chalu is based at Ayton Road, Wymondham, Norfolk, NR18 0QH.

Barley Chalu is the Controller for the processing of personal data. Barley Chalu respects your privacy and will process any personal data according to the EU General Data Protection Regulation (GDPR).

### What data do we collect

We may collect and process the following data about you:

Information you give us. You may give us information about you by filling in forms we provide or by corresponding with us by phone, e-mail or otherwise. The information you give us may include your name, address, e-mail address and phone number.

We will use personal information only for the purposes for which it was originally collected and we will make sure that we store and delete it securely. Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site or to email addresses within our company and any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

### How we will use this data

We may use information held about you in the following ways:

We will use this information:

- To carry out our obligations arising from any contracts entered into between you and us and to provide you with the information or services that you request from us;
- To notify you about any changes to our service.

Data supplied by you in relation to employment opportunities may be used to consider your suitability for future employment with us.

Information provided while using any social media site(s) associated with us may also be separately gathered by those sites and used in accordance with their terms of service / use and privacy policies.

### COOKIES

We do not use cookies.

## Disclosure of information

- We may share your information with selected third parties including: Directors of Barley Chalu or departments involved in personnel, for the paying of salaries etc.
- Analytics and search engine providers that assist us in the improvement and optimisation of our site.

We may disclose your personal information to third parties:

- If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our terms and conditions and other agreements; or to protect our rights, property, or safety, our customers, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

## Privacy policies of other websites

Our site may, from time to time, contain links to and from the websites of our partner networks, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

## Your rights

The Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act. Any access request may be subject to a fee of £10 to meet our costs in providing you with details of the information we hold about you.

You have the right to ask us not to process your personal data for marketing purposes. We will usually inform you (before collecting your data) if we intend to use your data for such purposes or if we intend to disclose your information to any third party for such purposes. You can exercise your right to prevent such processing by informing us in writing. You can also exercise the right at any time by contacting us at [www.barleychalu.co.uk](http://www.barleychalu.co.uk) or [HR@barleychalu.co.uk](mailto:HR@barleychalu.co.uk)

## Changes to this policy

Any changes we may make to our privacy policy in the future will be posted on this page. Please check back frequently to see any updates or changes to our privacy policy.

If you have any questions about this Privacy Policy please contact us at [enquiries@barleychalu.co.uk](mailto:enquiries@barleychalu.co.uk)