PRIVACY POLICY

We respect your right to privacy. This Privacy Policy sets out details about the way we process personal data that we collect from you and how we may use your information when you subscribe to, or are already included in, a mailing list.

About Us

The Old Cellar ("we", "us") is committed to protecting and respecting your privacy.

This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

The General Data Protection Regulation (GDPR) is part of new legislation designed to update and expand the Data Protection Act 1998. For the purposes of the Data Protection Act 1998 (the Act), the data controller is The Old Cellar. Our nominated representative for the purpose of the Act is Mary Ann McCaig.

Collection of your personal data

When you subscribe to an email alert or newsletter service we collect:

- Your name, email address, subscription preferences and any other information you choose to provide to us;
- We may also collect information about how you use our emails for example whether you open them and which links you click on and details of which version of web browser you are using, information on how you use the site, using cookies and page tagging techniques.

Use of your personal data

The lawful basis for collecting and using the personal data will depend on the specific context in which we collect it.

However, we will normally collect personal data from you only:

- Where we have your consent to do so;
- Where the processing is in our legitimate interests and not overridden by your rights.

Details about the lawful bases for processing personal data can be found on the <u>Information</u> Commissioner's website.

Storage and retention of your personal data

We will retain your personal data for as long as is necessary for the purpose it was collected.

In most cases, if you have subscribed to an email alert or subscription service, we will keep your personal data for as long as you are subscribed to that service and delete that data once you have requested to be removed.

Disclosure and security of your personal data

We will never disclose your personal data to third parties unless required to do so by law.

All personal data you provide to us will be stored securely, both physically and electronically, in accordance with our policies.

Your rights

We will ensure you can exercise your rights in relation to the personal data you provide to us. These are as follows:

- Where we are relying on your consent to use your personal data, you can withdraw that consent or unsubscribe from our services at any time;
- You can request access to the personal data we hold about you at any time by contacting the Data Protection Officer whose contact details are found at the top of this notice;
- You can ask us to update your personal data if it changes. In certain circumstances, you can request we erase the personal data we hold, or ask us to stop or restrict processing if you have an objection.

If you have any privacy-related questions or unresolved problems relating to the use of your personal data, you may contact the Data Protection Officers whose details are found at the top of this notice.

You also have the right to complain to the <u>Information Commissioner's Office</u>, the supervisory authority, about our collection and use of your personal data. They can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, <u>www.ico.org.uk</u>

Further details about your rights and the complaints process can be found on the <u>Information</u> <u>Commissioner's website</u>.

Date created: 7th July 2021

COOKIES POLICY

The Old Cellar ("us", "we", or "our") uses cookies on the oldcellardevon.co.uk website (the "Service"). By using the Service, you consent to the use of cookies.

Our Cookies Policy explains what cookies are, how we use cookies, how third-parties we may partner with may use cookies on the Service, your choices regarding cookies and further information about cookies.

What are cookies

Cookies are small pieces of text sent to your web browser by a website you visit. A cookie file is stored in your web browser and allows the Service or a third-party to recognize you and make your next visit easier and the Service more useful to you.

Cookies can be "persistent" or "session" cookies. Persistent cookies remain on your personal computer or mobile device when you go offline, while session cookies are deleted as soon as you close your web browser.

What are your choices regarding cookies

If you'd like to delete cookies or instruct your web browser to delete or refuse cookies, please visit the help pages of your web browser.

Please note, however, that if you delete cookies or refuse to accept them, you might not be able to use all of the features we offer, you may not be able to store your preferences, and some of our pages might not display properly.

- For the Chrome web browser, please visit this page from Google: https://support.google.com/accounts/answer/32050
- For the Internet Explorer web browser, please visit this page from Microsoft: http://support.microsoft.com/kb/278835
- For the Firefox web browser, please visit this page from Mozilla: https://support.mozilla.org/en-us/kb/delete-cookies-remove-info-websites-stored
- For the Safari web browser, please visit this page from Apple: https://support.apple.com/kb/PH21411?locale=en_US
- For any other web browser, please visit your web browser's official web pages.

Where can you find more information about cookies

You can learn more about cookies and the following third-party websites:

- AllAboutCookies: http://www.allaboutcookies.org/
- Network Advertising Initiative: http://www.networkadvertising.org/

Date created: 7th July 2021