**Privacy Policy**

The privacy and security of your information is important to us. This Privacy Notice explains the types of personal data we may collect about you, how we use it, whom we share it with and how long we keep it for.

This privacy policy may change from time to time in line with legislation. We will not explicitly inform our clients or website users of these changes. Instead, we recommend that you check this page occasionally for any policy changes.

If you have any questions regarding this policy, please contact us at hello@rippondenwinecompany.co.uk

**When do we collect your personal data?**

To enable us to provide you with the right product or service to meet your needs, we collect personal information from a number of sources including our website contact form and social media

**What personal data do we collect?**

The personal data we collect is made up of some or all of the following: name, email address, phone number, contact address, BACS details.

We will only collect this information where it is necessary for us to do so.

**How do we use your personal data?**

Your personal data is used to ensure the services we deliver are suitable and appropriate and any data collected is only used to administer and deliver those services.

* To respond to your enquiries.
* To quote, correspond, deliver and invoice for our services.
* To send you communications required by law or which are necessary to inform you about changes to the services we provide (e.g. updates to this Privacy Notice).
* To comply with our contractual or legal obligations to share data with law enforcement.

**How do we protect your personal data?**

We use a number of Microsoft products including Office 365 within the business, which have data encryption as standard. You can find details of Microsoft’s Privacy Policy here [https://privacy.microsoft.com/en-gb/privacystatement](https://privacy.microsoft.com/en-gb/privacystatement%22%20%5Ct%20%22_blank).

**How long will we keep your personal data?**

Whenever we collect or process your personal data, we will only keep it for as long as is operationally valuable.

When you cease to be a customer of Ripponden Wine Co, your data will be deleted. When we destroy or delete any of your personal information that we hold either electronically or on paper, we make every reasonable effort to do so in secure circumstances.

**Who do we share your personal data with?**

We do not share personal data with any third parties, bodies or organisations. We will not sell or rent your information to third parties.

**Links to other websites**

Our website may contain links to other websites of interest which are outside of our control and are not covered by this Privacy Policy. If you access other sites using the links provided, the operators of these sites may collect information from you, which will be used by them in accordance with their privacy policy, which may differ from ours.

**Use of ‘cookies’**

Our website, like many other websites, uses cookies in order to improve your user experience by enabling our website to ‘remember’ you, either for the duration of your visit (using a ‘session cookie’) or for repeat visits (using a ‘persistent cookie’).

Cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us. You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer.

**Site visits tracking**

Like most websites, our website uses Google Analytics to track user interaction. We use this data to determine the number of people using our site, to better understand how they find and use our web pages and to see their journey through the website.

Although Google Analytics records data such as your geographical location, device, internet browser and operating system, none of this information personally identifies you to us. Google Analytics also records your computer’s IP address, which could be used to personally identify you, but Google do not grant us access to this.

**Your rights**

Under data protection law you have the right to request details of any personal data that we hold about you. Where we have no legitimate reason to continue to hold your information, you have the right to be forgotten.

You also have the right to change the permissions that you have given us in relation to how we may use your data and you have the right to request that we cease using your data or that we delete all personal data records that we hold relating to you. You can exercise these rights at any time by emailing us at hello@rippondenwinecompany.co.uk