

**This is the privacy policy for the Mrs Portly's Kitchen Classes website (mrsportlyskitchen.co.uk) operated by Bridge House Media Limited which is the data controller for information collected through this site. The purpose of this policy is to inform you on how we collect and use your information when you use our website.**

**Bridge House Media Ltd is committed to ensuring that the data you provide is secure. We will not sell your data to third parties and will not share it unless required by law to do so.**

**Any information given to Bridge House Media Ltd will be used only in accordance with this privacy policy. We may change this privacy policy from time to time by updating this page. You should check this page to ensure you are happy about any changes. This policy is effective from October 2019.**

**Please keep us informed if your personal data changes during your relationship with us. It is important that the personal data we hold about you is accurate and current.**

#### **Why do we collect and use your information?**

1. To provide you with the best possible experience and service
2. To use your information for market research and for updating our website
3. To ensure all courses are safe and accessible to you
4. To process your payments and keep internal records
5. To send you newsletters and course information
6. To comply with our legal obligations

#### **What information do we collect?**

We may collect, use, store and transfer different kinds of personal data about you which we have grouped together as follows:

1. Identity Data, such as your name, title, date of birth, and gender.
2. Contact Information, such as your address, e-mail and telephone numbers.
3. Financial Data, including bank account and payment card details.
4. Transaction Data, including details about payments to and from you and other details of products you have purchased from us.
5. Your browsing information such as information about the web pages you visit on our site collected by browsing cookies, IP address, location, activity on our website
6. Special category data such as your medical or health information including any food allergies, special requirements, physical disabilities, and any relevant religious beliefs

We collect this information from a variety of sources. These include filling in forms or by corresponding with us by post, phone, and email or otherwise, when you apply for our courses, subscribe to our newsletter, attend any course, use a voucher or request marketing and/or information be sent to you, or where others provide information on your behalf for the uses above.

#### **Legal basis for using your information**

We will only use your personal data when the law allows us to. Most commonly we will use your personal data in the following circumstances:

1. Legitimate Interest: we use your personal information because we have a legitimate business interest in providing you with the best possible experience, telling you about our goods and services and ensuring we can run our business and to carry out analytics and research

2. Performance of Contract: where we have contracted to provide a service or process your online orders we will process your information in order to fulfil our contract with you.
3. Compliance with a Legal or Regulatory Obligation: we also use your personal information because we have a set of legal obligations, such as meeting our taxation duties and managing legal claims.
4. With your Consent: we will only use your special category data with your consent, however if you do not consent or later withdraw your consent, we will not be able to accept your booking or may have to cancel a booking that has already been made.

### **Who do we share your information with?**

We may be obliged to share your information with third parties where legally required to do so under relevant laws and government requests, or when a course is being offered in conjunction with one of our course partners. A list of course partners can be found on our website. Our course partners need to know your information because they will be helping run the courses. You have separately provided your consent to us sharing your information with our course partners.

We may disclose your personal information to our infrastructure providers and any third party who acquires our business.

We may transfer your information abroad and outside the European Economic Area for using services such as Google Analytics.

Destinations outside the EEA may not have the same legal protections for personal data as you enjoy under English law. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy statement and data protection legislation.

When we transfer your personal data out of the EEA, we ensure a similar degree of protection is afforded to it by ensuring at least one of the following safeguards is implemented:

- the countries we transfer your personal data to have been deemed to provide an adequate level of protection for personal data by the European Commission;
- we use contractual clauses approved by the European Commission which give personal data similar protection to that which it has in the EEA; or
- where we use providers based in the US, we may transfer data to them if they are part of the Privacy Shield which required them to provide similar protection to personal data that applies within the EEA..

### **Links to other websites**

This privacy policy is only for MrsPortlyKitchen.co.uk. This website may include links to third-party websites, plug-ins and applications, including any links to social media websites. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements.

When you leave our website, we encourage you to read the privacy notice of every website you visit.

### **Security and retention**

Protecting your information is of great importance to us, and we have put in place suitable physical, electronic and managerial procedures to safeguard any information we collect from you.

We hold your information for as long as we have a business need to do so. For example, we may hold your information to meet our taxation obligations and manage any legal claims. In any event we will not hold your information for longer than 6 years.

## Your Rights

You have a number of rights with regards to your information. In some circumstances you can:

1. Access and obtain a copy of your information (if necessary in a machine readable format)
2. Require us to amend incorrect or incomplete information
3. Require us to stop collecting or delete your information
4. Object to the way we are processing your information

If you would like to exercise any of these rights, or put through a request for a copy of your data, please contact us by emailing [mrsportlyskitchen@gmail.com](mailto:mrsportlyskitchen@gmail.com).

If you have any complaints regarding how we have collected or handled your information, you may report a complaint to [mrsportlyskitchen@gmail.com](mailto:mrsportlyskitchen@gmail.com).

The full legal name of our business which is the data controller for your data is: Bridge House Media Ltd.  
Company No. 04956297.

Registered business address: 8 Coldbath Square, London EC1R 5HL

Telephone: +44 (0)7710 430891

You also have a right to contact the Information Commissioner who is the Data Privacy Regulator for the UK.

## Cookies

A cookie is a small file stored on your computer when you use our website. We use cookies to personalise your experience and to improve our range of products and services. By continuing to browse the site you are agreeing to our use of cookies.

When you visit [mrsportlyskitchenclasses.co.uk](http://mrsportlyskitchenclasses.co.uk) you can choose to accept or decline cookies in your internet browser. By giving permission you allow us to provide a better experience and service to you. You can also refuse to give permission, however certain features of the website may not work as intended. You can delete these cookies any time.

Please note that third parties (including, for example, providers of external services like web traffic analysis services) may also use cookies, over which we have no control. These cookies are likely to be analytical/performance cookies or targeting cookies.

You can learn more about managing cookies by visiting [All About Cookies](#).