**Bridge 8 Hub Privacy Policy**

**PURPOSE OF THIS PRIVACY POLICY**

Bridge 8 Hub takes your privacy very seriously and is committed to protecting your personal information. We adhere to strict guidelines for protecting the information you provide us during a visit to our site (www.bridge8hub.co.uk).

This privacy policy will explain how Bridge 8 Hub uses the personal data we collect from you when you use our website. It applies whenever we collect your personal data, so please read it carefully.

**Topics:**

* What data do we collect?
* How do we collect your data?
* Confidentiality
* How will we use your data?
* How do we store your data?
* Marketing
* What are your data protection rights?
* What are cookies?
* How do we use cookies?
* What types of cookies do we use?
* How to manage your cookies
* Privacy policies of other websites
* Changes to our privacy policy
* How to contact us
* How to contact the appropriate authorities

**What data do we collect?**

Our Company collects the following data:

* Personal identification information (Name, email address, phone number, etc.)
* Pages visited on our website

**How do we collect your data?**

You directly provide Bridge 8 Hub with most of the data we collect. We collect data and process data when you:

* Enquire about or make a booking for any of our or services whether by completing an online form, by phone or sending us a message.
* Voluntarily complete a customer survey or provide feedback on any of our social media accounts or via email.
* Use or view our website via your browser’s cookies.

##### Confidentiality

The information you provide to thegardenbistro.co.uk will be kept confidential and used to support your customer relationship with thegardenbistro.co.uk. Information regarding you  will not be given or sold to any outside organization for its use in marketing or solicitation.

**How will we use your data?**

Our Company collects your data so that we can:

* Answer your enquiries
* Provide our services to you
* Email you with information regarding upcoming events and services we think you might like, if you have signed up to receive our emails.

**How do we store your data? ?????????**

Our Company securely stores your data at our headquarters in Edinburgh on a secure server and backed up using an online  encrypted service describe security precautions taken.

Our Company will keep your personal details 18 months after it is last used. Once this time period has expired, we will delete your data by removing it from our systems and online backup.

**What are your data protection rights? ?????????**

Our Company would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

**The right to access** – You have the right to request Bridge 8 Hub for copies of your personal data. We may charge you a small fee for this service.

**The right to rectification** – You have the right to request that Bridge 8 Hub correct any information you believe is inaccurate. You also have the right to request Bridge 8 Hub to complete the information you believe is incomplete.

**The right to erasure** – You have the right to request that Bridge 8 Hub erase your personal data, under certain conditions.

**The right to restrict processing** – You have the right to request that Bridge 8 Hub restrict the processing of your personal data, under certain conditions.

**The right to object to processing** – You have the right to object to Bridge 8 Hub’s processing of your personal data, under certain conditions.

**The right to data portability** – You have the right to request that Bridge 8 Hub transfer the data that we have collected to another organization, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you.

**Cookies**

Cookies are text files placed on your computer to collect standard Internet log information and visitor behaviour information. When you visit our websites, we may collect information from you automatically through cookies or similar technology.

For further information, visit [allaboutcookies.org](http://allaboutcookies.org).

**How do we use cookies?**

Our Company uses cookies in a range of ways to improve your experience on our website, including:

* Keeping you signed in
* Understanding how you use our website

**What types of cookies do we use?**

There are a number of different types of cookies, however, our website uses:

* Functionality – Bridge 8 Hub uses these cookies so that we recognize you on our website and remember your previously selected preferences. These could include what language you prefer and location you are in. A mix of first-party and third-party cookies are used.
* Advertising – Bridge 8 Hub uses these cookies to collect information about your visit to our website, the content you viewed, the links you followed and information about your browser, device, and your IP address.

**How to manage cookies**

You can set your browser not to accept cookies, and the above website tells you how to remove cookies from your browser. However, in a few cases, some of our website features may not function as a result.

**Privacy policies of other websites**

The Bridge 8 Hub website contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

**Changes to our privacy policy**

Our Company keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on 15 March 2021

**How to contact us**

If you have any queries regarding Bridge 8 Hub’s privacy policy, the data we hold on you, how we use your personal information or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

Email us at: admin@bridge8hub

Call us: +44 (0) 7808534028

Or write to us at:  Bridge 8 Hub, Calder Crescent, Edinburgh, EH10 7HJ

**How to contact the appropriate authority**

Should you wish to report a complaint or if you feel that Bridge 8 Hub has not addressed your concern in a satisfactory manner, you may wish to contact the Information Commissioner’s Office via <https://ico.org.uk/>.