



## Privacy Policy

At Montclair Chef or [www.montclairchef.com](http://www.montclairchef.com), we value your privacy and take great care to protect your personal information. Our privacy policy outlines the types of information we collect, how we use it, and the steps we take to keep it secure.

### Our commitment to you includes:

- Safeguarding your data and maintaining your privacy
- Only collecting and using your information when necessary
- Never selling, sharing, or making your personal information public
- Never sending unsolicited emails or spam As a controller of personal data, we comply with the Directive and the GDPR. If you have any questions or concerns, please reach out to us via email at [info@montclairchef.com](mailto:info@montclairchef.com).

## Collecting Personal Information

Montclair Chef or [www.montclairchef.com](http://www.montclairchef.com) may gather and utilize the following types of personal information:

- Basic information such as name and contact details
- Demographic information such as postal code, preferences and interests
- Data about your use of this website, including cookies
- Financial information such as credit/debit card numbers
- Information about your interactions with the website, including anonymous IP address, location, device and operating system, web browser type and version, and URLs
- Information provided through web forms or mailing list subscriptions
- Details about transactions conducted on the website
- Cookies to remember your information if you return to the site, such as login credentials
- Any other information that you provide to the company

## Using Personal Information

Montclair Chef or [www.montclairchef.com](http://www.montclairchef.com) may use your personal information for the following purposes:

- To provide or supply products/services
- For internal record-keeping and accounting
- To improve our products/services
- To send promotional materials via email
- To contact you for market research through email, telephone, fax, or mail
- To customize or update the website
- To personalize the website for you
- To enable access and use of website services
- To gather and use candidate data

By registering as a chef with us you agree that personal information that you share with Montclair Chef or [www.montclairchef.com](http://www.montclairchef.com), including your full name, contact details, CV, references, menus, food photos may be shared with clients with whom you have applied for a position. We share candidate details to relevant clients with the express permission of the candidate.

## Google Analytics

Our website, [www.montclairchef.com](http://www.montclairchef.com), uses Google Analytics, a web analytics service provided by Google, Inc. ("Google"). Google Analytics uses cookies, which are text files placed on your computer, to help the website analyse how users use the site. For information on what a cookie is, please see below in this policy.

Google Analytics is set to collect data anonymously, with the IP anonymisation configuration setting activate and will not record the full IP address.

Google may also transfer this information to third parties where required to do so by law, or where such third parties process the information on Google's behalf. Google will not associate your IP address with any other data held by Google.

You may refuse the use of cookies by selecting the appropriate settings on your browser, please note if you do this you may not be able to use the functionality of this website.

By using Montclair Chef's website, you consent to the processing of data about you by Google in the manner and for the purposes set out above.

## Mailchimp

Montclair Chef or [www.montclairchef.com](http://www.montclairchef.com) uses MailChimp to manage our newsletter and bulk customer communications. We will store some of your information, including your email address, IP address and certain information about the email links you click within the emails we send you, on a Mailchimp server.



We will keep a record of consent for marketing communications. We may email existing customers infrequently on the basis of the legitimate interests with non-marketing and essential communications.

There's no third-party tracking in messages we send through MailChimp besides their own analytics. Neither we, nor Mailchimp, will ever sell your email address or share it with any other party, unless we are legally compelled to do so.

MailChimp's privacy policy is available at: <http://mailchimp.com/legal/privacy>

#### **Software and Third-parties**

Montclair Chef or [www.montclairchef.com](http://www.montclairchef.com) will use software and trusted third-parties to fulfill our contractual obligations to you in the performance of our services and completing transactions. By requesting information or delivery of a service and product, we process your data under the lawful basis of contract.

By registered with us, purchasing or requesting a service, you understand and agree that personal information you provide may be held on:

**Dropbox**  
**Kashflow**  
**Mailchimp**  
**SetMore**  
**Calendly**  
**Google Drive**

Montclair Chef or [www.montclairchef.com](http://www.montclairchef.com) does not sell or rent your personal data to marketers or unaffiliated third parties.

In the case that Montclair Chef or [www.montclairchef.com](http://www.montclairchef.com) share your data, they will ensure that any other company that have contracts with them that confirm your data will be processed following GDPR regulations.

Montclair Chef or [www.montclairchef.com](http://www.montclairchef.com) may disclose your personal information to the extent that it is required to do so by law, in connection with any legal proceedings or prospective legal proceedings, and in order to establish, exercise or defend its legal rights.

In the future, we may sell, buy, merge, or partner with other companies or businesses. In such transactions, user information may be among the transferred assets, and we will notify you in advance of such transfer.

#### **Securing your data**

Montclair Chef or [www.montclairchef.com](http://www.montclairchef.com) has a Data Governance Policy in operation and will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information.

Montclair Chef or [www.montclairchef.com](http://www.montclairchef.com) will store all the personal information you provide on its secure servers. We will never provide access to our databases to a non-trusted third party detailed in this policy.

Information relating to electronic transactions entered into via this website will be protected by encryption technology.

An external PCI compliant payment gateway handles all payment transactions.

Under the GDPR rulings, we would inform our users within 72 hours if any breach of security occurs that might compromise your data.

#### **How you can restrict or access your Personal Data**

You may choose to restrict the collection or use of your personal information in the following ways:

Whenever you are asked to fill in a form on the website, look for the box that you can leave unchecked to indicate that you do not want the information to be used by anybody for direct marketing purposes. If you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by:

Writing to Montclair Chef or [www.montclairchef.com](http://www.montclairchef.com), emailing us at [info@montclairchef.com](mailto:info@montclairchef.com) unsubscribing via the unsubscribe link on a marketing email

You may request details of personal information which we hold about you, by applying in writing to Montclair Chef or [www.montclairchef.com](http://www.montclairchef.com) or email us at [info@montclairchef.com](mailto:info@montclairchef.com).

We will supply this information within 30 days. If any data is incorrect we will correct it as soon as we receive appropriate notice or evidence from you in writing.

#### **The right to be forgotten**

We will retain your personal information only for as long as necessary, whilst retaining legal requirements for maintaining financial records.

You have the right to instruct us to delete all the personal information held. Should you wish to instruct us to delete please do so in writing to Montclair Chef or [www.montclairchef.com](http://www.montclairchef.com) or by email to [info@montclairchef.com](mailto:info@montclairchef.com)

Any data no longer required will be deleted or destroyed securely and confidentially.

#### **The right of rectification**

We will take all reasonable steps to ensure your personal information is current and accurate. If inaccurate or incomplete data is identified, we will take steps to correct the data, or remove securely and confidentially.

You have the right to instruct us to remove incomplete personal data held. Should you wish to request incomplete data removal, please do so in writing to Montclair Chef or [www.montclairchef.com](http://www.montclairchef.com) or by email to [info@montclairchef.com](mailto:info@montclairchef.com).

#### **Cookies**

##### **What is a 'cookie'?**



When you enter a site, your computer will automatically be issued with a cookie. Cookies are text files that identify your computer to our server. Cookies in themselves do not contain any personal identifying information about a visitor or their location. They just identify the computer used. Many sites do this whenever a user visits their site in order to track traffic flows and patterns of behaviour of site visitors.

You can see a schedule of the cookies we use in Schedule A.

#### **Social Media Policy & Usage**

We adopt a Social Media Policy to ensure our business and our staff conduct themselves accordingly online. While we may have official profiles on social media platforms users are advised to verify authenticity of such profiles before engaging with, or sharing information with such profiles. We will never ask for user passwords or personal details on social media platforms. Users are advised to conduct themselves appropriately when engaging with us on social media.

There may be instances where our website features social sharing buttons, which help share web content directly from web pages to the respective social media platforms. You use social sharing buttons at your own discretion and accept that doing so may publish content to your social media profile feed or page.

#### **Use of Services by Minors**

The Services are not directed to individuals under the age of thirteen (13), and we request that they not provide Personal Data through the Services.

#### **Changes to this policy**

Montclair Chef or [www.montclairchef.com](http://www.montclairchef.com) may update this privacy policy by posting a new version on this website.

You should check this page occasionally to ensure you are familiar with any changes. This policy is effective from 1st of January 2023.

#### **Other websites**

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

#### **Data Protection Officer**

Montclair Chef or [www.montclairchef.com](http://www.montclairchef.com) has a 'Data Protection Officer' who is responsible for all matters relating to privacy and data protection, and can be reached at the following address:

Data Protection Officer, Montclair Chef or [www.montclairchef.com](http://www.montclairchef.com); by email at: [info@montclairchef.com](mailto:info@montclairchef.com).

Contact Montclair Chef or [www.montclairchef.com](http://www.montclairchef.com)

You can contact us at any point to:

Request access to information that Montclair Chef or [www.montclairchef.com](http://www.montclairchef.com) has about you .

Correct any information that Montclair Chef or [www.montclairchef.com](http://www.montclairchef.com) has about you.

Request the deletion of information that Montclair Chef or [www.montclairchef.com](http://www.montclairchef.com) has about you.

If you have any questions about this privacy policy or our treatment of your personal information, please write by email to [info@montclairchef.com](mailto:info@montclairchef.com).

Should you feel there may be a problem in how your data has been handled, you should contact Montclair Chef or [www.montclairchef.com](http://www.montclairchef.com) by email to [info@montclairchef.com](mailto:info@montclairchef.com).

Should you still not be satisfied you have a right to complain to the Information Commissioner's Office ([ico.org.uk](http://ico.org.uk)).