



PRIVACY NOTICE

Tanpopo Japanese Food Limited (the “Company”) is committed to ensuring that all personal information handled by us will be processed according to legal compliant standards of data protection and data security.

1. WHO WILL HOLD YOUR INFORMATION?

1.1 Your information will be held by Tanpopo Japanese Food Limited. Personal data we control or process may be held on our behalf in the following systems and locations. We are satisfied that there are adequate data protection and data security measures in place.

1.1.1 Accounting system – Sage 50

1.1.2 Email system – Microsoft Outlook

1.1.3 Online banking – Lloyds Bank

1.1.4 Electronic files held in our password protected server & cloud back-up

1.1.5 Paper files on our premises

2. THE INFORMATION ABOUT YOU WHICH WE COLLECT

2.1 We collect personal information which:

2.1.1 You provide, or we gather, before or during your business engagement with us

2.1.2 Is provided by third parties, such as information from suppliers or another party that we do business with

2.1.3 Is in the public domain

2.2 The types of personal information that we may collect, store and use include records relating to:

2.2.1 Name and job title

2.2.2 Contact information including address, telephone number and email address

tanpopo japanese food

Tanpopo Japanese Food Limited
Registered Office : Unit 657 River Gardens
Feltham
Middlesex
TW14 0RB
Tel : (01784) 440957



2.2.3 Company Bank account details, sort code and account number (if applicable)

3. PURPOSES FOR WHICH WE HOLD AND USE YOUR INFORMATION

3.1 We will use the information to carry out our business with you and, where applicable, in order to provide you with food supplies and related services.

3.2 We will use your email address to send information to you, if you have requested us to.

3.3 We will not collect any personal data from you we do not need in order to carry out and administer our business with you.

3.4 We will not retain your personal data for longer than is necessary to carry out and administer our business with you. We will keep your personal data for up to 5 years after our last engagement with you, after which time it will be deleted.

3.4 We will not disclose your personal information to others outside the Company unless we have your permission, or we are required by law to do so.

4. KEEPING INFORMATION UP TO DATE AND SECURE

4.1 If you believe that any information we are holding on you is incorrect or incomplete, or if you wish to have it deleted, please write to us at 657 River gardens, Feltham, TW14 0RB. We will correct any information found to be incorrect or delete it if requested.

4.2 We will take reasonable steps to protect personal information in our possession from being accessed, lost deleted or damaged unlawfully or without proper authorisation through the use of appropriate data security measures.

5. YOUR RIGHTS

5.1 The Company will process personal data in line with data subjects' rights. Data subjects have the right to:

5.1.1 Be informed. About the identity and contact details of the controller/processor, the purpose and/or legal basis for processing the data, how the data is to be processed, how long the data will be kept, which parties are involved in the processing of data and the privacy policy of the controller/processor.

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5.1.2 Access. There must be a Subject Access Request process so that Subjects may request a copy of their data.

5.1.3 Rectify incorrect personal information. Subjects must have a facility to request that incorrect information is corrected.

5.1.4 Be forgotten. Subjects may withdraw consent and ask for personal information to be erased. There are certain exemptions to this (e.g. employees)

5.1.5 Request their data be moved. Subjects can request that their data be moved elsewhere.

5.1.6 Object. Subjects must be allowed to object to their personal information being processed. They must be able to opt-out if their personal information is being processed based on legitimate interests, the public interest, exercise of official authority, for direct marketing and for purposes of scientific/historical research and statistics.

5.1.7 Restrict processing of their data. When processing is restricted, storage of the data is permitted, but further processing is not.

5.1.8 Not have their data used for automated decision making and profiling. Such processing must have specific consent, be necessary for the performance of a contract or must be authorised by law.

6. CONTACT DETAILS

6.1 If you would like to contact us with any queries or comments regarding our privacy policy, please write to: The Data Protection Officer, Tanpopo Japanese Food Ltd, 657 River Gardens, Feltham, TW14 0RB.

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