



## Vinifera Ltd Privacy Statement

### Personal data

Personal data is defined by the General Data Protection Regulation as “any information relating to an identified or identifiable natural person”.

### Information we may collect

We may collect the following information:

- Name and job title
- Contact information including email address, telephone numbers and postal address.
- Other information relevant to which products or services you may be interested in
- All communications to and from us (written, electronic or voice) may be recorded.

### Why do we need to collect this data?

We need this information in order for us to provide you with the services we offer and to keep you informed of our current products and services. We are committed to ensuring the information that we collect and use is appropriate for this purpose and does not constitute an invasion of your privacy.

### Will we share your personal data with anyone else?

We do not pass on personal data to any third parties unless required to by law.

### How will we use the personal data we collect about you?

We will process (collect, store and use) the information you provide in a manner compatible with the General Data Protection Regulation (GDPR). We will endeavour to keep your information accurate and up to date, and not keep it for longer than is necessary. We are required to retain some information in accordance with the law, such as information needed for accounting and taxation purposes.

### Under what circumstances will we contact you?

#### Businesses

We may contact you in the course of our business to keep you informed about, and to obtain orders for, our products or services.

#### Retail customers/individuals

Where you have given us your consent, we may use your information to contact you with details about products, services and events which we feel may be of interest to you. You can grant or withdraw your consent by emailing us.

### Can I find out what personal data we hold about you?

We will, at your request, confirm what personal data we hold about you and how it is processed. We will require two forms of identification from the following list, one of which must be photographic, when information on your personal data is requested:

- Photo driving licence
- Passport
- Birth certificate
- Utility bill from within the last three months

### Contact details for GDPR queries

Robert Beardsmore, Vinifera Ltd, The Stables, Hall Farm, Stetchworth CB8 0TY.

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