

Thank you for choosing to be part of our community at The Larder West Lothian. We are committed to protecting your personal information and your right to privacy. If you have any questions or concerns about our policy, or our practices with regards to your personal information, please contact us on 01506 412819

When you visit our website <https://www.thelardercookschoo.org.uk/> and use our services, you trust us with your personal information. We take your privacy very seriously. In this privacy notice, we describe our privacy policy. We seek to explain to you in the clearest way possible what information we collect , how we use it and what rights you have in relation to it. We hope you take some time to read through it carefully as it is important. If there are any terms in this privacy policy that you do not agree with, please discontinue use of our Sites or Apps and our services

This privacy policy applies to all information collected through our website (such as <https://www.thelardercookschoo.org.uk/>) and/or any related services, sales, marketing or events (we refer to them collectively in this privacy policy as the “sites”).

Please read this privacy policy carefully as it will help you make an informed decision about sharing your personal information with us

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1. What Information Do We Collect?

Personal information you disclose to us

***In short:** we collect personal information that you provide to us such as name, address, contact information, security data and payment information*

We collect personal information that you voluntarily provide to us when expressing an interest in obtaining information about us or our products and services, when participating in activities on the Sites (such as posting messages in our online forums or entering competitions, contests or giveaways) or otherwise contacting us.

The personal information that we collect depends on the context of your interactions with us and the Sites, the choices you make and the products and features you use. The personal information we collect can include the following:

Name and Contact Data. We collect first and last names provided to us, email addresses, postal addresses, phone numbers and other similar contact data

Payment Data. We collect data necessary to process your payment if you make purchases, such as your payment instrument number (such as a credit card number), and the security code associated with your payment instrument. All payment data is stored by our payment processor and you should review its privacy policies and the payment processor directly to respond to your questions

Social Media Login Data. We provide you with the option to register using social media account details, like your Facebook, Twitter or other social media account. If you choose to register in this way, we will collect the Information described in the section called "[4. How Do We Handle Your Social Login?](#)" below.

All personal information that you provide to us must be true, complete and accurate and you must notify us of changes to such personal information.

Information Automatically Collected

***In short:** Some information – such as IP address/or browser and device characteristics – is collected automatically when you visit Sites or Apps.*

We automatically collect certain information when you visit, use or navigate the Sites or Apps. . This information does not reveal your specific identity (like your name or contact information) but may include device and usage information, such as your IP address, browser and device characteristics, operating system, language preferences, referring URLs, device name, country, location, information about how and when you use our internal analytics and reporting purposes.

Like many businesses, we also collect information through cookies and similar technologies

2. Will Information Be Shared With Anyone?

***In short:** We only share information with your consent, to comply with laws, to protect your rights or to fulfil business obligations.*

We may process or share data based on the following legal basis:

Consent: We may process your data if you have given us specific permission to use your personal information in a specified situation

Legitimate Interests: We may process your data when it is reasonably necessary to achieve our legitimate business interests.

Performance of a Contract: Where we have entered into a contract with you, we may process your personal information to fulfil the terms of our contract.

Legal Obligations: We may disclose your information where we are legally required to do so in order to comply with applicable law, governmental requests, a judicial proceeding, court order, or legal process.

Vital Interests: We may disclose your information where we believe it is necessary to investigate, prevent, or take action regarding potential violations of our policies, suspected fraud, situations involving potential threats to the safety of any person and illegal activities, or as evidence in litigation in which we are involved

More specifically, we may need to process your data or share your personal information in the following situations

Vendors, Consultants and Other Third-Party Service Providers. We may share your data with third party vendors, service providers, contractors or agents who perform services for us or on our behalf and require access to such information to do that work. Examples include: payment processing, data analysis, email delivery, hosting services, customer service and marketing efforts. We may allow selected third parties to use tracking technology on the Sites or Apps, which will enable them to collect data about how you interact with the Sites and Apps over time. This information may be used to, among other things, analyse and track data, determine the popularity of certain content and better understand online activity. Unless described in this policy, we do not share, sell, rent or trade any of your information with third parties for their promotional purposes

Business Transfers. We may share or transfer your information in connection with, or during negotiations of, any merger, sale of company assets, financing, or acquisition of all or a portion of our business to another company.

Third-Party Advertisers. We may use third-party advertising companies to serve ads when you visit the Sites or Apps. These companies may use information about your visits to our Website(s) and other websites that are contained in web cookies and other tracking technologies in order to provide advertisements about goods and services of interests to you

Business Partners. We may share your information with our business partners to offer you certain products, services or promotions.

Affiliates. We may share your information with our affiliates, in which case we will require those affiliates to honour this privacy policy. Affiliates include our parent company and any subsidiaries, joint venture partners or other companies that we control or that are under common control with us.

3. Do We Use Cookies And Other Tracking Technologies

In short: We may use cookies and other tracking technologies to collect and store your information.

We may use cookies and similar tracking technologies (like web beacons and pixels) to access or store information.

4. How Do We Handle Your Social Logins?

In Short: If you choose to register or log in to our websites using a social media account, we may have access to certain information about you.

Our Sites or Apps offer you the ability to register or login using your third party social media account details (like Facebook). Where you choose to do this, we will receive certain profile information about you from your social media provider. The profile information we receive may vary depending on the social media provider concerned, but will often include your name, e-mail address, friends list, profile picture as well as other information you choose to make public. If you login using Facebook, we may also request access to other permissions related to your account, such as friends, check-ins, and likes.

We will use the information we receive only for the purposes that are described in this privacy policy or that we have otherwise made clear to you on the Sites or Apps. Please note that we do not control, and are not responsible for, other uses of your personal information by your third party social media provider. We recommend that you review their privacy policy to understand how they collect, use and share your personal information and how you can set your privacy preferences on their Sites and Apps.

5. How Long Do We Keep Your Information?

In short: We keep your information for as long as necessary to fulfil the purposes outlined in this privacy policy unless otherwise required by law.

We will only keep your personal information for as long as it is necessary for the purpose set out in this privacy policy, unless a longer retention period is required or permitted by law (such as tax, accounting or other legal requirements). No purpose in this policy will require us keeping your personal information for longer than 6 years.

When we have no ongoing legitimate business need to process your personal information, we will either delete or anonymize it, or, if this is not possible (for example, because your personal information has been stored in backup archives), then we will securely store your personal information and isolate it from any further processing until deletion is possible

6. How Do We Keep Your Information Safe?

***In short:** We aim to protect your personal information through a system of organisational and technical security measure.*

We have implemented appropriate technical and operational security measures designed to protect the security of any personal information we process. However, please also remember that we cannot guarantee that the internet itself is completely secure. Although we do our best to protect your personal information, transmission of personal information to and from our Sites and Apps is at your own risk. You should only access the services within a secure environment.

7. Do We Collect Information From Minors?

***In short:** We do not knowingly collect data from or market to children under 13 years of age.*

We do not knowingly solicit data from or market to children under 13 years of age. By using the Sites or Apps, you represent that you are at least 13 or that you are the parent or guardian of such a minor and consent to such minor dependent's use of the Sites or Apps. If we learn that personal information from users less than 18 years of age has been collected, we will remove all relevant information from our records. If you are aware of any data we have collected from children under age 13, please contact us at - 01506 412819

8. Do We Make Updates To This Policy?

In short: Yes, we will update this policy as necessary to stay compliant with relevant laws.

We may update this privacy policy from time to time. The updated version will likely be indicated by an updated "Revised" date and the updated version will be effective as soon as it is accessible. If we make material changes to this privacy policy, we may notify you by prominently posting a notice of

such changed or by directly sending you a notification. We encourage you to review this privacy policy frequently to be informed of how we are protecting your information

9. How Can You Contact Us About This Policy?

If you have any questions or comments about this policy or related topics, you may email us at courses@thelarder.org or by post to:

The Larder West Lothian

Unit 6 B2 Brewster Square

Brucefield Industrial Estate,

Livingston, West Lothian,

EH54 9BJ, Scotland.