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GDPR Policy

Data Protection Policy

1. Introduction

At Home Catering Ltd, referred to as "the Company," is dedicated to upholding the privacy and security of personal data collected, processed, and stored in accordance with the laws and regulations of the United Kingdom, including the Data Protection Act 2018 and the General Data Protection Regulation (GDPR). Our Data Protection Policy delineates the principles and procedures that the Company follows to safeguard personal data.

Recognising the significance of safeguarding the privacy and confidentiality of personal data gathered, processed, and stored during its business operations, At Home Catering Ltd has established this Data Protection Policy to ensure adherence to applicable data protection laws and regulations, notably the General Data Protection Regulation (GDPR).

2. Scope

The purpose of this policy is to ensure compliance with the Data Protection Act (DPA) 2018 and General Data Protection Regulation (GDPR) (EU) 2016/679 which govern any processing of information. This policy applies to all employees, contractors, and third parties who may handle personal data on behalf of At Home Catering Ltd. It covers all personal data collected, processed, and stored in any format, including electronic, paper, or verbal.

3. Principles

The Company is committed to upholding the following data protection principles:

- **Lawfulness, fairness, and transparency:** Personal data shall be processed lawfully, fairly, and in a transparent manner.
- **Purpose limitation:** Personal data shall be collected for specified, explicit, and legitimate purposes and not further processed in a manner that is incompatible with those purposes.

at Home Catering Ltd, 40 High Street, Cobham, Surrey, KT11 3EB

Tel 01932 86202 or 020 7649 9695 - Email parties@athomecatering.co.uk

VAT Registration No: 358 8468 94 Company registered No: 2763948 England Registered Office- 6th Floor Kings House, 9-10 Haymarket, London, SW1Y 4BP



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- **Data minimization:** Personal data shall be adequate, relevant, and limited to what is necessary in relation to the purposes for which they are processed.
- **Accuracy:** Personal data shall be accurate and, where necessary, kept up to date.
- **Storage limitation:** Personal data shall be kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
- **Integrity and confidentiality:** Personal data shall be processed in a manner that ensures appropriate security, including protection against unauthorized or unlawful processing and against accidental loss, destruction, or damage.

4. Data Handling Practices

At Home Catering Ltd does not hold any personal information of its clients beyond what is necessary for the provision of services. Client contact details obtained during the quotation process are used solely for the purpose of providing the requested information. Once the quote has been provided and any follow-up communication completed, client contact details are promptly deleted from the company's records.

Clients make payments directly to the company's account through bank transfer. At Home Catering Ltd does not process or store any payment information provided by clients. All payment transactions are securely handled by recognized financial institutions.

5. Responsibilities and Training

The Company is aware of its responsibilities under data protection legislation and is committed to ensuring that all employees, contractors, and third parties receive appropriate training to understand and fulfil their obligations. Regular training and awareness programs are conducted to keep employees informed about data protection policies, procedures, and best practices. This includes updates on new legislation and regulatory requirements to ensure ongoing compliance.

6. Compliance and Review

At Home Catering Ltd regularly reviews and updates this Data Protection Policy to ensure ongoing compliance with applicable data protection laws and regulations. Additionally, periodic audits are conducted to assess the effectiveness of data protection measures and to identify any areas for improvement.

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Your rights

Under the Data Protection Act 2018, you have the right to find out what information the government and other organisations store about you. These include the right to:

- be informed about how your data is being used
- access personal data
- have incorrect data updated
- have data erased
- stop or restrict the processing of your data
- data portability (allowing you to get and reuse your data for different services)
- object to how your data is processed in certain circumstances

You also have rights when an organisation is using your personal data for:

- automated decision-making processes (without human involvement)
- profiling, for example to predict your behaviour or interests

7. Contact Information

For inquiries or concerns regarding data protection and privacy matters, please contact:

Christophe Perrier, Financial Director, christophe@athomecatering.co.uk

This revised policy underscores At Home Catering Ltd's commitment to staying updated on new legislation through appropriate training while emphasizing its responsibility to protect personal data and ensure compliance with data protection laws and regulations.

At Home Catering
GDPR Policy
Policy date: 2023- 2024
Review date: April 2025
Responsibility: Senior management team