

Data Security information

Our approach to data security

A Client's personal data, and the security of that data, is very important to them and equally as important to us.

Our lawful basis for processing data is consent and all clients who contact us are required to complete a personal details form and to provide us with this consent. We only ask for the data we require to;

1. Respond to clients directly via an email or a phone call.
2. Send information about the job, including menus and prices
3. Ensure Clients can be effectively communicated with and kept updated
4. Ensure we remain compliant with our responsibilities for health and safety

Every associate of Adam Nathan Catering has been issued with a copy of our Data Protection Policy which sets out clear processes and procedures for the protection, confidentiality, management and processing of data. Compliance to this policy is mandatory.

Sharing data

Data provided by the Client is kept in an email inbox, and on a phone where a number has been provided. We are happy to show this information to Clients on request. Data, including phone numbers and addresses will be shared with staff attending the function, and any companies required to deliver equipment for the job. They have been instructed to delete this information upon completion of the job. Your data and information will not be shared with any other parties. Details of our sharing will be available upon request.

Subject access request

Clients can make a free of charge Subject Access Request to Adam Nathan Catering at any time by sending an email to adam@adamnathancatering.com. Information will be provided as soon as possible and never longer than within 40 calendar days.

Data Retention

- Data on Clients who have made an enquiry will be kept indefinitely by Adam Nathan, should the client give permission for this. If permission is not granted, all information, including phone numbers, email address and home address (where applicable) will be deleted after 6 months of the conclusion of contact.



Clients have a right to complain to the Information Commissioner's Office (ICO) if they think there is a problem with the way Adam Nathan Catering are handling their data.



www.adamnathancatering.com |



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