MELLORS CATERING SERVICES PRIVACY POLICY 

This privacy policy sets out how Mellors Catering Services uses and protects any information that you give when you use this website.

We are committed in ensuring that your privacy is protected. We keep certain basic information when you visit our website or do business with us and we recognise the importance of keeping that information secure and letting you know what we will do with it. By continuing to use our website you are agreeing to our use of cookies. We may change this policy from time to time.

Information we may collect from you

You may give us information as part of a process by completing forms on our website. This includes making an enquiry using the contact us form, contacting us in relation to a problem with our website or making a job application.

We may also obtain information by using a Cookie, which is a small file which is stored on your brower or hard drive of your computer. Using Cookies enhances the experience you encounter when using our website.

What we do with the information we gather

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

* Internal record keeping.
* We may use the information to improve our products and services.
* From time to time, we may also use your information to contact you for market research purposes. We may contact you by email, phone, or mail. We may use the information to customise the website according to your interests.
* Carry out our obligations arising from any contracts entered into between us.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure,we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

How we use cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Controlling your personal information

We will take all reasonable steps to ensure that your data is treated securely and in accordance with the privacy policy and the Act. You may choose to restrict the collection or use of your personal information in the following ways:

* whenever you are asked to fill in a form on the website, look for the box that you can click to indicate that you do not want the information to be used by anybody for direct marketing purposes
* if you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to or emailing us at [services@mellors.co.uk](mailto:services@mellors.co.uk)

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. We may use your personal information to send you promotional information about third parties which we think you may find interesting if you tell us that you wish this to happen.

Monitoring and Review of this Policy

This policy will be kept under regular review. Please regularly check this page to keep up to date with any necessary changes. Questions regarding the content or application of this policy should be directed to [services@mellors.co.uk](mailto:services@mellors.co.uk)