

ABOUT THIS POLICY

Portelet Bay Café is the trading name of Woodfire Limited and are committed to protecting your privacy and ensuring that your personal information is handled in a safe and responsible way. This policy outlines how we aim to achieve this and includes the information collected when:

- You use our website
- You make enquiries
- You make a booking with us
- Someone is interested in working with us

Definition of Personal Data

Personal Data means any data that relates to an identifiable person who can be directly/indirectly identified from that data. In this case, it means personal data that you give to us via our site, telephone or in person.

By providing your personal data, you agree that we can use your personal data in accordance with this policy.

Ensure you understand this policy in its entirety and take your time to read it.

WHO ARE WE?

Portelet Bay Café is a restaurant based in Jersey, Channel Islands.

Our registered address is :

Beauport House, L'Avenue de la commune, St peter, Jersey, JE3 7BY

HOW DO WE COLLECT INFORMATION FROM YOU?

We collect information from you:

- When you make a booking
- When you visit a restaurant (preferences, allergies etc)
- Make an enquiry
- When you sign up to marketing emails
- Use our social media platforms, namely FB, Instagram and Twitter
- When you email or phone us

WHAT TYPE OF INFORMATION IS COLLECTED FROM YOU?

You may be asked to submit personal information about yourself when you make a booking. We will collect this information so we can fulfil your booking request and dine at our venue.

When you make a booking, we collect information such as:

- Name
- Email address (if contacted originally through email by customer)
- Billing information taken for deposits, or holding credit card information for use in the case of no shows (where applicable)
- Telephone Number
- Dietary requests
- Marketing preferences (Whether you opt in or opt out)
- Allergies (if appropriate)

When you dine with us:

- Marketing responses (where applicable)
- Current and past restaurant reservation details
- Allergies (if applicable)

When you access our site:

There is “Device information” about your computer hardware and software that is automatically collected by PORTELET BAY CAFÉ. This information can include:

- Device type (e.g mobile, computer, laptop, tablet)
- Cookies
- Operating system
- IP address
- Browser type
- Browser information (e.g type, language, and history)
- Domain names
- Access times
- Settings
- Referring website addresses
- Other data about your device to provide the services as otherwise described in our policy.

LOCATION INFORMATION:

If you use our website, we may receive your generic location (such as city or neighbourhood).

CAREERS:

You may submit your CV if you're interested in working for us to jobs@porteletbaycafe.com
This information may include:

- Personal details
- Employment details
- Education
- Salary History
- Other relevant details

We will use this information to assess your application. We may also keep it in our records for future reference. Please get in touch if you would no longer like us to hold your records at office@porteletbaycafe.com

HOW IS YOUR INFORMATION USED?

Our use of your personal data will always have a lawful bases, either because it is necessary to complete a booking, because you have consented to our use of your personal data (e.g by subscribing to emails), or because it is in our legitimate interests.

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

- Internal record keeping
- Send you service emails (booking confirmation and post-dining feedback)
- Improve our products and services
- Send marketing communications if you have opted in to receive them.
- We may use the information to customise the website according to your interests.

WHO HAS ACCESS TO YOUR INFORMATION?

We will not sell, distribute, or lease your personal information to third parties. Any personal information we request from you will be safeguarded under current legislation.

HOW AND WHERE DO WE STORE DATA?

We only keep your personal data for as long as we need to, in order to use it as described in this privacy policy, and/or for as long as we have your permission to keep it. We may keep records of costings of parties or functions for our reference but will not share the personal details of the booking with any 3rd parties. .

For reservations taken over the phone, your booking details will be written into a diary. This diary is kept on site and only employees of the business have access to it in order to check and complete bookings as necessary.

WOODFIRE LIMITED GROUPS

We may share your information (such as meal or seating preferences and special occasions) with other restaurants in the same restaurant group. This is to enhance the hospitality experience that we (the restaurant group) provide you when you dine with us. In addition to providing you with more customised service, we may, as permitted by applicable law, share your information with our restaurant affiliates to support operations, such as to perform analytics, tailor marketing to you, support a loyalty program that you have chosen to participate in, and improve services.

YOUR CHOICES

We will not contact you for marketing purposes by email unless you have given your prior consent. We will not pass your details on to any third parties for marketing purposes unless you have expressly permitted us to. Furthermore, you can change your marketing preferences at any time by clicking the unsubscribe button on mailchimp.

You have a right to request a copy of the personal information that Portelet Bay Café holds about you and have any inaccuracies corrected. Any such requests should be made to this email address: office@porteletbaycafe.com

You have the right to withdraw your consent to us using your personal data at any time, and to request that we delete it. We do not keep your personal data for any longer than is necessary in light of the reason(s) for which it was first collected. Data, will therefore be retained for the following periods mentioned above (or its retention will be determined on the following basis):

Bookings : as per diary

Emails: Monthly clean through emails and those no longer valid are deleted

Mailchimp: opt in and opt out at any time

SECURITY

Data security is very important to us, and to protect your data we have taken suitable measures to safeguard and secure data collected through our site.