

# Privacy Policy

**Last updated: 09/10/2025**

At London Canapé, we are committed to respecting and protecting your privacy. This policy explains how we collect, use and safeguard your personal data when you interact with our website at [www.londoncanape.com](http://www.londoncanape.com).

## 1. Who We Are

London Canapé is a UK-based catering company, specialising in refined canapés and small plates for private and corporate events.

If you have any questions about this policy or your data, you can contact us at: **[info@londoncanape.com](mailto:info@londoncanape.com)**

## 2. Information We Collect

When you submit an enquiry through our website form, we collect the following information:

- Your name
- Your email address
- Type of event
- Approximate number of guests
- Dietary requirements (as specified by you)

We may also collect limited information through cookies to help us improve website performance and your browsing experience.

## 3. How We Use Your Information

We use the information you provide to:

- Respond to your enquiry
- Provide a tailored quote or proposal
- Communicate with you about your event
- Improve our services and website experience

We do not use your personal data for marketing unless you have given us clear permission to do so.

## 4. Legal Basis for Using Your Data

We process your data because it is necessary to respond to your enquiry and provide our services. If we ever rely on consent (for example, to send newsletters), you will be given the choice to opt in or out.

## **5. How Long We Keep Your Data**

We only keep your information for as long as necessary to respond to your enquiry and deliver our services. We may retain it longer where required for legal or administrative purposes.

## **6. Cookies**

Our website uses cookies to ensure it works correctly and to understand how users interact with it. You can control or disable cookies in your browser settings at any time.

## **7. Sharing Your Information**

We do not sell or rent your data. We may share it with trusted service providers who support the running of our business (such as web hosting or email systems). Any third-party providers we use are required to protect your data and only use it under our instructions.

## **8. Your Rights**

Under the UK General Data Protection Regulation (UK GDPR), you have the right to:

- Access the personal data we hold about you
- Ask us to correct or delete your data
- Object to or restrict how we use your data
- Withdraw your consent at any time, if you have given it

To exercise these rights, please contact us by email: **[info@londoncanape.com](mailto:info@londoncanape.com)**

## **9. Complaints**

If you have concerns about how we handle your personal data, you have the right to contact the **Information Commissioner's Office (ICO)**: [www.ico.org.uk](http://www.ico.org.uk)

## **10. Updates to This Policy**

We may update this policy from time to time.