



The Kirkharle Courtyard Website Privacy Policy

Our website address is: <https://kirkharlecourtyard.co.uk>.

This website and its owners take a proactive approach to user privacy and ensure the necessary steps are taken to protect the privacy of its users throughout their visiting experience. This website complies to all UK national laws and European GDPR requirements for user privacy.

What personal data we collect and why we collect it

By default WordPress does not collect any personal data about visitors, and only collects the data shown on the User Profile screen from registered users..

Comments

When visitors leave comments on the site we collect the data shown in the comments form, and also the visitor's IP address and browser user agent string to help spam detection.

An anonymised string created from your email address (also called a hash) may be provided to the Gravatar service to see if you are using it. The Gravatar service privacy policy is available here: <https://automattic.com/privacy/>. After approval of your comment, your profile picture is visible to the public in the context of your comment.

Media

If you upload images to the website, you should avoid uploading images with embedded location data (EXIF GPS) included. Visitors to the website can download and extract any location data from images on the website.

Contact forms

We have a contact form on our website. By submitting your details via this form, you agree that we may contact you to discuss your enquiry.

Cookies

If you leave a comment on our site you may opt-in to saving your name, email address and website in cookies. These are for your convenience so that you do not have to fill in your details again when you leave another comment. These cookies will last for one year.

If you have an account and you log in to this site, we will set a temporary cookie to determine if your browser accepts cookies. This cookie contains no personal data and is discarded when you close your browser.

When you log in, we will also set up several cookies to save your login information and your screen display choices. Login cookies last for two days, and screen options cookies last for a year. If you select "Remember Me", your login will persist for two weeks. If you log out of your account, the login cookies will be removed.

If you edit or publish an article, an additional cookie will be saved in your browser. This cookie includes no personal data and simply indicates the post ID of the article you just edited. It expires after 1 day.

Embedded content from other websites

Articles on this site may include embedded content (e.g. videos, images, articles, etc.). Embedded content from other websites behaves in the exact same way as if the visitor has visited the other website.

These websites may collect data about you, use cookies, embed additional third-party tracking, and monitor your interaction with that embedded content, including tracing your interaction with the embedded content if you have an account and are logged in to that website.

Analytics

By default, WordPress does not collect any analytics data. However, our web hosting account collects some anonymous analytics data. We use Google Analytics to track traffic anonymously on the website – e.g. pages viewed, the number of visitors per month and time spent on the website etc.

Who we share your data with

By default WordPress does not share any personal data with anyone.

How long we retain your data

If you leave a comment, the comment and its metadata are retained indefinitely. This is so we can recognise and approve any follow-up comments automatically instead of holding them in a moderation queue.

For users that register on our website (if any), we also store the personal information they provide in their user profile. All users can see, edit, or delete their personal information at

any time (except they cannot change their username). Website administrators can also see and edit that information.

What rights you have over your data

If you have an account on this site, or have left comments, you can request to receive an exported file of the personal data we hold about you, including any data you have provided to us. You can also request that we erase any personal data we hold about you. This does not include any data we are obliged to keep for administrative, legal, or security purposes.

Where we send your data

Visitor comments may be checked through an automated spam detection service.

How we protect your data:-

All information gathered by the website is protected by SSL Encryption “and stored on encrypted drives for a maximum of 30 days”

What data breach procedures we have in place

In the event of a data breach the incident will be reported to the Coffee House manager or owner who will report it to IOC within 72 hours

To contact us

To contact us about anything to do with your personal data and data protection, including to make a subject access request, please use the following details:

For the attention of: Katharine Anderson

Email address: info@kirkharlecourtyard.co.uk

Telephone number: 01830540362

Postal Address: Kirkharle Coffee House, Kirkharle Courtyard, Newcastle NE19 2PD

Changes to this Privacy Notice

We may change or update this Privacy Notice from time to time. This may be necessary, for example, if the law changes, or if we change our business in a way that affects personal data protection.

Any changes will be made available on our website.

