

**Data Processing
by
Porterhouse Cake Co**

Porterhouse Cake Co Ltd ("Porterhouse") is a limited liability company registered in England and Wales with registration number 11875520. Its registered office is Ground Floor Southway House, 29 Southway, Colchester, Essex, CO2 7BA

1. Porterhouse takes your privacy seriously and looks after all the data it holds.
2. Porterhouse uses and keeps personal data as follows:

Customers	<ul style="list-style-type: none">• Details needed to agree the details of any work we do for you (e.g. name, contact details such as email address, telephone number, Facebook account)• Details needed for Porterhouse to invoice you and deal with any queries about the invoice (name, address, telephone number)• Details needed to deliver to you (name, address)• Details needed for accounting records as required by law
Suppliers	<ul style="list-style-type: none">• Details that you provide on invoices or your websites/shops• Details needed for accounting records as required by law

In addition, Porterhouse has the following accounts, which follow the usual policies for the named providers:

- a Facebook page;
 - a Twitter account;
 - an Instagram account; and
 - a **Wix** website.
3. Porterhouse won't share your data except where it legally has to or to fulfil its contract (e.g. to arrange delivery) or to enable it to meet its legal requirements (e.g. maintaining accounting records).
 4. If you have any questions, you can contact us at hello@porterhousecakeco.com