## **Our Privacy Statement**

## 1. General

Our website is a hosting site or platform through which you can both view Products placed by the Seller as content on our website and purchase Products from the Seller.

To purchase Products, it will be necessary for you to provide us with a valid email address.

We may also gather further information such as payment and billing information, credit card details, home or registered address and phone number.

This data may be accessed from time to time by us within the scope of all Data Protection legislation and only when required to ensure the proper functioning of the site and service.

## 2. Personal Information

## 2.1. Collection

We may collect, store and use information in relation to your computer (including IP address, browser type, page views and length of visit) in order to monitor your use of this website.

When you purchase a Product, we will collect and store the relevant information which you have provided as it relates to your purchase and which in turn will be shared with the Seller, such as payment and billing information.

When you sell a Product information in respect of the Seller's general location will feature on the website. The details of the Product and other information and features necessary to display your Product will also be available on the site.

Once the transaction has taken place and the Buyer has verified that they will be collecting the Product or the seller will be delivering the product, the Seller will then directly, privately provide the Buyer with the collection address or the buyer will then directly, privately provide the Seller with the delivery address. The private interaction between Buyer and Seller will take place privately via the website and will not take place until such time as the transaction has completed.

We may collect store and use information relating to any communication which is disseminated through this site.

This website uses temporary "session" cookies which enables your web browser to remember which pages on this website have already been visited. If you use the 'Remember me' option when logging in to this website, a cookie is placed on your computer with an encrypted identifier to remember your credentials. No other information is stored in this cookie. Users can use this website with no loss of functionality if cookies are disabled from the web browser.

Technical details in connection with visits to this website are logged by our internet service provider for statistical purposes. The technical details logged are confined to the following items: the IP address of the User's web server, the top level domain name used, the

previous website address from which the User reached us, including any search terms used, Google analytics which shows the traffic of Users on this website, the type of web browser used by the User.

You must obtain the consent of any third party prior to the provision by you of any of their personal information or data in accordance with this statement.

### 2.1. Use

Your data may be used to administer this website and our business, provide you with the services outlined on this website, send emails and electronic newsletters, and address queries regarding this website, to keep this website secure and prevent fraud and to verify compliance by all Users and Sellers.

If you submit personal information or data for publication on our website, we will publish and use that information in accordance with the licence which you grant to us.

Users can create a private profile page and their information is kept private. If the User chooses to publish their page on the website, then the entire of the information they provide is made public. The User can at any stage delete their published page.

We use information collected to provide and improve our service, for billing and payments, for identification

We will not without your express consent, supply your personal information or data to any third party for the purposes of any third party direct marketing.

#### 2.2. Disclosure

We may disclose your personal information to any of our employees, officers, suppliers or agents as required or as is reasonably necessary for the purposes of this statement. We may also disclose your personal information where required by law, in relation to any existing or pending legal proceedings or to otherwise defend or exercise our legal rights.

We will not disseminate your personal information to third parties except in the circumstances outlined in this privacy statement. We have no control over and cannot prevent the use or misuse of material which is published, in accordance with your licence, on our website.

This privacy statement does not address and we are not responsible for the privacy, information or other practices of any third parties, including any third party operating any website to which this website contains a link. The inclusion of a link on the website does not imply an endorsement of the linked website by us.

We may provide you with access to third part functionality that permits you to post content to your social media account (s). Please note that any information that you provide through use

of this functionality is governed by the applicable third party's privacy policy and not by this privacy policy and we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these third party website.

## 2.3. Storage

Where personal information/data is gathered for the purpose set out in this statement, we will not retain such information for any longer than is required for that purpose, save where required to do so by law, where legal proceedings exist or are pending or to exercise or defend our legal rights.

# 2.4. Security

All reasonable steps will be taken by us to protect and safely store your personal information. All information you provide to us is stored on our secure servers. Where you have selected a password which enables you to access certain parts of our website, you are responsible for keeping this password confidential. We ask that you do not share your password with any third party. All electronic financial transactions that take place via the website will be protected using encryption technology

Notwithstanding the foregoing, you acknowledge that the transmission of information on the internet can be insecure and we do not guarantee the security of data transmitted over the internet.

## 3. User Rights

You may contact us to provide you with the personal information we hold about you, pursuant to and in accordance with the applicable Data Protection legislation. We may withhold personal information requested by you to the extent permitted by law. You can at any stage instruct us not to process your information for marketing purposes. Generally, you will either expressly provide your agreement in advance to use by us of your personal information for marketing purposes. In the alternative, we will provide you with an opportunity to opt out of use of your personal information for marketing purposes. If you require any personal information which is held by us to be updated, it will be necessary for you to contact us to do so.

### 4. Amendments

We may update this Privacy Statement from time to time by publishing an updated version on our website. You acknowledge that it is your responsibility to check this page to ensure that you are satisfied with the changes applied.

## 5. Contact Details

This website is owned and operated by MS Bakers and Cakers Limited (Company registration number: 590871)

The registered address of the company is: 9 Arnott Street Portobello, Dublin 8

You can contact us by email to: <a href="mailto:info@bakersandcakers.com">info@bakersandcakers.com</a> or <a href="mailto:mary@bakersandcakers.com">mary@bakersandcakers.com</a>

Contact name: Mary Toner

# **Glossary of technical terms**

**IP address:** The identifying details on your computer, or your internet company's computer expressed in 'internet protocol' code. Every computer connected to the web has an individual IP address, although the address may not be the same every time a connection is made

**Cookies:** Small pieces of information stored in text files, placed on your computer by a website. Cookies can be read by the website on the Users later visits to the website. The information stored in a cookie may relate to the User's browsing tendencies on the website or a unique identification number so that the website can remember the User on a later visit. Usually, cookies do not contain personal information from which the User can be identified, unless the User has furnished such information to the website

**Web browser:** The piece of software you use to read web pages. Examples are Microsoft, Internet Explorer, Google Chrome, Firefox