



## Data Privacy Policy

At Rosemary Vineyard, we are committed to protecting and respecting your privacy.

This Policy explains when and why we collect personal information about people who visit our website, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

We may change this Policy from time to time so please check this page occasionally to ensure that you're happy with any changes. By using our website, you're agreeing to be bound by this Policy.

Any questions regarding this Policy and our privacy practices should be sent by email to [info@rosemaryvineyard.co.uk](mailto:info@rosemaryvineyard.co.uk) or by writing to Rosemary Vineyard Ltd, Smallbrook Lane, Ryde, Isle of Wight, PO33 4BE. Alternatively, you can telephone 01983 811084

### Who are we?

We are Rosemary Vineyard Limited. We are VAT registered company (our number 950 9132 25). Rosemary Vineyard Ltd also has sister trading businesses with the Isle of Wight Distillery Ltd and Wight Spirit Ltd. The registered address of Rosemary Vineyard Ltd and Wight Spirit Ltd is Smallbrook Lane, Ryde, Isle of Wight, PO33 4BE. The registered address of the Isle of Wight Distillery is The Wishing Well, Pondwell Hill, Seaview, Isle of Wight, PO33 1PX

### How do we collect information from you?

We obtain information about you when you use our online shop only. We only offer a paypal transaction online and request a shipping address. We also collect shipping addresses within our Vineyard Shop and bank details for card payments.



## **What type of information is collected from you?**

The personal information we collect might include your name, address, bank details (in store only) or email address. If you purchase a product from us online, your card information is not held by us, it is collected by our third party payment processors (Paypal), who specialise in the secure online capture and processing of credit/debit card transactions, as explained below.

## **How is your information used?**

We may use your information to:

- process orders that you have submitted;
- send a general communication regarding your order.

We review our retention periods for personal information on a regular basis. We are legally required to hold some types of information to fulfil your orders. We will hold your personal information on our systems for as long as is necessary for the relevant activity, or as long as is set out in any relevant contract you hold with us. It is then securely stored for a period of six years before being destroyed.

## **Who has access to your information?**

We will not sell or rent your information to third parties.

We will not share your information with third parties for marketing purposes.

When you are using our secure online shop, your payment is processed by a third party payment processor (Paypal), who specialises in the secure online capture and processing of credit/debit card transactions. If you have any questions regarding secure transactions, please contact us.



We may transfer your personal information to a third party as part of a sale of some or all of our business and assets to any third party or as part of any business restructuring or reorganisation, or if we're under a duty to disclose or share your personal data in order to comply with any legal obligation or to enforce or apply our terms of use or to protect the rights, property or safety of our supporters and customers. However, we will take steps with the aim of ensuring that your privacy rights continue to be protected.

## **How you can access and update your information ?**

The accuracy of your information is important to us. We're working on ways to make it easier for you to review and correct the information that we hold about you. In the meantime, if you change email address, or any of the other information we hold is inaccurate or out of date, please email us at [info@rosemaryvineyard.co.uk](mailto:info@rosemaryvineyard.co.uk) or write to us at: Rosemary Vineyard Ltd, Smallbrook Lane, Ryde, Isle of Wight, PO33 4BE. Alternatively, you can telephone 01983 811084

You have the right to ask for a copy of the information Rosemary Vineyard Ltd hold about you. Security precautions are in place to protect the loss, misuse or alteration of your information.

When you give us personal information, we take steps to ensure that it's treated securely. Any sensitive information (such as credit or debit card details) is encrypted and protected with the following software 128 Bit encryption on SSL. When you are on a secure page, a lock icon will appear on the bottom of web browsers such as Microsoft Internet Explorer.

Non-sensitive details (your email address etc.) are transmitted normally over the Internet, and this can never be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk. Once we receive your information, we make our best effort to ensure its security on our systems.



## **Links to other Websites**

Our website may contain links to other websites run by other organisations. This privacy policy applies only to our website, so we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website.

In addition, if you linked to our website from a third party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third party site and recommend that you check the policy of that third party site.

## **Cookies**

Like many other websites, the Isle of Wight Distillery website uses cookies. 'Cookies' are small pieces of information sent by an organisation to your computer and stored on your hard drive to allow that website to recognise you when you visit. They collect statistical data about your browsing actions and patterns and do not identify you as an individual. For example, we use cookies to store your country preference. This helps us to improve our website and deliver a better more personalised service.

It is possible to switch off cookies by setting your browser preferences. For more information on how to switch off cookies on your computer. Turning cookies off may result in a loss of functionality when using our website.

Please see the table below to see the Cookies we use on our website.



Cookie name	Life Span	Purpose
svSession	Permanent	Creates activities and BI
hs	Session	Security
incap_ses_\${Proxy-ID}_\${Site-ID}	Session	Security
incap_visid_\${Proxy-ID}_\${Site-ID}	Session	Security
nlbi_{ID}	Persistent cookie	Security
XSRF-TOKEN	Persistent cookie	Security
smSession	Two weeks	Identify logged in site members

## 18 or Under

We are concerned to protect children aged 18 or under. We have a disclaimer that you must agree to upon entering the Rosemary Vineyard Ltd website. We sell alcohol and it is illegal to sell alcohol to anyone under the age of 18. Therefore by clicking on this statement you agree that you are 18 years of age or above and Rosemary Vineyard cannot be held accountable for any sales made to a minor.

## Review of this Policy

We keep this Policy under regular review. This Policy was last updated in May 2018.