

## Privacy Policy

**Effective Date: 25<sup>th</sup> October 2023**

### 1. Introduction

Welcome to Cottage Fields ("we," "our," or "us"). We value your privacy and want you to be informed about how we collect, use, and protect your personal information. This Privacy Policy describes our practices concerning the information we collect when you visit our website located at [Your Website URL] (the "Website") and how we use that information.

### 2. Information We Collect

We may collect the following types of information when you visit our Website:

#### a. Personal Information:

- Name
- Email address
- Phone number
- Postal address
- Other information you provide when contacting us

#### b. Usage Information:

- IP address
- Browser type
- Operating system
- Referring URL
- Pages visited
- Date and time of access

### 3. How We Use Your Information

We use the information we collect for the following purposes:

- To respond to your inquiries and requests.
- To provide you with information about our services.
- To improve the quality and functionality of our Website.
- To comply with legal obligations.
- To send you promotional and marketing materials if you have provided your consent.

#### **4. Sharing Your Information**

We may share your information with the following third parties:

- Service providers: We may share your information with third-party service providers that help us operate and maintain our Website.
- Legal requirements: We may disclose your information to comply with legal obligations, such as responding to subpoenas or court orders.

#### **5. Cookies and Tracking Technologies**

We use cookies and similar tracking technologies to collect information about your use of our Website. You can control how cookies are used by adjusting your browser settings.

#### **6. Your Choices**

You can choose to opt-out of receiving promotional materials from us at any time by following the unsubscribe instructions in our emails. You can also request access, correction, or deletion of your personal information by contacting us at 0203 621 8621 or [info@cottagefields.co.uk](mailto:info@cottagefields.co.uk)

#### **7. Security**

We employ reasonable security measures to protect your information from unauthorised access and use.

#### **8. Your rights**

You have the right to tell us not to use your personal information for marketing purposes. You can exercise this right by unsubscribing using the link in any of the marketing emails we send you.

UK data protection law also gives you the right to access your personal information, to object to the use of your personal information for certain purposes, and the right to erase, restrict or receive a machine-readable copy of your personal information. You can exercise any of these rights by contacting us at the address above.

We will comply with the law in responding to your requests. That means that there may be some legal reasons why we cannot comply with all requests.

#### **9. Changes to this Privacy Policy**

We may update this Privacy Policy from time to time. Please check the "Effective Date" at the top to see when the policy was last revised.

## **10. Contact Us**

If you have any questions or concerns about this Privacy Policy, please contact on our contact page. You have the right at any time to raise your concern with the Information Commissioner's Office at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF