



**Calkel Ltd. T/A Morton's,**  
Station Building, Park Place  
Hatch St. Dublin 2

23/05/2018

Dear Customer,

At Morton's we take our role as custodians of your personal information very seriously. As you trust us to look after your information, we want to make sure we communicate changes to our **Privacy Policy** as clearly and simply as possible, so you can be sure that your information is safe and secure.

At our offices and stores in Hatch Street and Ranelagh, we secure your information where required on a password protected computer database. This information can only be accessed by Morton's staff and is only used to manage your account or order. Each controller of information relating to catering orders, deliveries and general enquiries, where applicable shall maintain a physical record of processing activities under its responsibility. That record may contain a name, address, contact number and email address.

Our computers, email system, accounts software, banking software and accounting software are encrypted with secure passwords. Our store and offices at Hatch Street and Ranelagh are protected by an alarm system and all offices are securely locked outside of opening times.

For further details on our privacy policy please refer to the document attached. Thank you for your continued custom.

Best Regards,

Morton's

# Privacy Policy

## **Information We Collect**

To manage accounts, fulfil orders and request payments you must provide us with certain information, such as your name, email address, postal address and payment information. You may choose to provide us with this information through our website, by phone/email, or in our store.

## **Why We Need Your Information and How It Is Used**

We rely on several legal bases to collect, use and share your information, including: as needed to provide our services, such as when we use your information to fulfil an order, process a payment, or provide customer support. We do not share your information with third parties and your information will not be used for marketing. Your name and credit/debit card details will only be used to process account payments through our bank. Where you choose to share your credit card details with a member of staff, these details will be destroyed immediately after processing your payment through our tills.

## **Information Sharing and Disclosure**

If we sell or merge our business, we may disclose your information as part of that transaction, only to the extent permitted by law. We may collect, use, retain, and share your information if we have a good faith belief that it is reasonably necessary to: (a) respond to a legal process or to government requests; (b) enforce our agreements, terms and policies; (c) prevent, investigate, and address fraud and other illegal activity, security, or technical issues; or (d) protect the rights, property, and safety of our customer, or others. We will not transfer your information outside the EU unless required to do so for legal reasons.

## **Data Retention**

We retain your information only for as long as necessary to provide you with our services and as described in our Privacy Policy. However, we may also be required to retain this information to comply with legal and regulatory obligations, to resolve disputes, and to enforce our agreements. We generally keep your data for 4 years. For account management and processing of orders, your information may be collected and stored at our main office in Ranelagh. Our Ranelagh office address is: Morton's, 15-17 Dunville Avenue, Ranelagh, Dublin 6.

## **Your Rights**

As a resident of the EU, you have several rights in relation to your personal information. Access. You may have the right to access and receive a copy of the personal information we hold about you by contacting us using the contact information below. Change, restrict, delete. You may also have rights to change, restrict my use of, or delete your personal information. Absent exceptional circumstances (like where we are required to store data for legal reasons) we will generally delete your personal information upon request. Object. You can object to the processing of some of your information based on our legitimate interests. In such cases, we will delete your personal information unless we have compelling and legitimate grounds to continue using that information or if it is needed for legal reasons. Complain. If you reside in the EU and wish to raise a concern about our use of your information (and without prejudice to any other rights you may have), you have the right to do so with your local data protection authority.

## **How to Contact Us**

For purposes of EU data protection law, we, Calkel Ltd. are the data controller of your personal information. If you have any questions or concerns, you may contact us by email at [thestation@mortons.ie](mailto:thestation@mortons.ie). Alternatively, you can send us a mail us at: Calkel Ltd. T/A Morton's, Station Building, Park Place, Hatch St. Dublin 2. Our contact number for account queries is (01) 4782758.