

# VAULT

S H E N F I E L D

TERMS OF BOOKING

## **ALL DEPOSITS ARE NON-REFUNDABLE.**

BOOTH DEPOSITS FROM £100 TO £150 ARE REQUIRED TO SECURE OUR VIP AND PLATINUM BOOTHS. BOOTHS WILL BE AVAILABLE ON FRIDAY AND SATURDAYS EVENINGS, MINIMUM SPEND OF £60 PER PERSON BASED ON 8 PEOPLE (6 DURING COVID RESTRICTIONS) (VIP BOOTH) AND 10 PEOPLE (PLATINUM BOOTH) DRINKS PACKAGES ONLY FROM 8PM THROUGH TO CLOSE. A MINIMUM DEPOSIT OF £20 WILL BE REQUIRED FOR ANY OTHER TABLE BOOKINGS.

IF YOU ARE UNABLE TO HONOUR YOUR RESERVATION WE REQUEST THAT YOU CANCEL YOUR BOOKING AS SOON AS YOU POSSIBLY CAN VIA THE LINK PROVIDED WITHIN THE CONFIRMATION EMAIL. BOOTHS BOOKED WILL BE RESERVED FROM THE TIME OF BOOKING FOR 30 MINUTES, FAILURE TO ATTEND DURING THIS TIME WILL AUTOMATICALLY FORFEIT THE BOOTH BOOKING AND YOUR DEPOSIT WILL BE LOST.

CANCEL YOU CAN CANCEL YOUR RESERVATION THROUGH USING THE LINK SUPPLIED ON THE CONFIRMATION EMAIL. PLEASE NOTE THAT WE ARE UNABLE TO HOLD TABLES FOR MORE THAN 20 MINUTES AFTER THE TIME SLOT RESERVED. AS PART OF OUR BOOKING PROCESS, WE TYPICALLY SEND THREE EMAILS INCLUDING CONFIRMATION, REMINDER AND POST-DINING FEEDBACK EMAIL. ADDITIONAL EMAILS MAY BE SENT IF A BOOKING IS MODIFIED OR CANCELLED. TABLE SITTINGS ARE GENERALLY 2 HOURS FOR TABLES OF UP TO 6 AND 3 HOURS FOR TABLES OF 7 OR MORE. PLEASE INFORM US OF ANY DIETARY REQUIREMENTS AND WE SHALL DO OUR BEST TO ACCOMMODATE YOU.

BRUNCH, ALL BOOKINGS FOR OUR BOTTOMLESS BRUNCH WILL REQUIRE FULL PAYMENT BEFORE THE DAY, ON THE DATE OF BOOKING A EMAIL WILL BE SENT REQUESTING DEPOSIT PAYMENT WITHIN 24-HOURS, FAILURE TO MAKE PAYMENT WILL RESULT IN THE PROVISIONAL BOOKING BEING RELEASED AND OFFERED ON, PLEASE NOTE BOTTOMLESS PROSECCO / BEER WILL BE OFFERED FOR 2 HOURS ONLY.

## PRIVACY POLICY

ABOUT THIS POLICY, VAULT IS COMMITTED TO PROTECTING YOUR PRIVACY AND ENSURING THAT YOUR PERSONAL INFORMATION IS HANDLED IN A SAFE AND RESPONSIBLE WAY. THIS POLICY OUTLINES HOW WE AIM TO ACHIEVE THIS AND INCLUDES THE INFORMATION COLLECTED WHEN: YOU USE OUR WEBSITE [WWW.VAULTSHENFIELD.COM](http://WWW.VAULTSHENFIELD.COM) YOU MAKE A BOOKING ON OUR WEBSITE. YOU MAKE ENQUIRIES ON OUR WEBSITE. SOMEONE IS INTERESTED IN WORKING WITH US. DEFINITION OF PERSONAL DATA PERSONAL DATA MEANS ANY DATA THAT RELATES TO AN IDENTIFIABLE PERSON WHO CAN BE DIRECTLY/INDIRECTLY IDENTIFIED FROM THAT DATA. IN THIS CASE, IT MEANS PERSONAL DATA THAT YOU GIVE TO US VIA OUR SITE. BY PROVIDING YOUR PERSONAL DATA, YOU AGREE THAT WE CAN USE YOUR PERSONAL DATA IN ACCORDANCE WITH THIS POLICY. ENSURE YOU UNDERSTAND THIS POLICY IN ITS ENTIRETY AND TAKE YOUR TIME TO READ IT. WHO ARE WE? THE VAULT IS A RESTAURANT/VENUE BASED IN SHENFIELD, ESSEX. OUR REGISTERED ADDRESS IS: UNIT 2 99-101 KINGSLAND ROAD, LONDON, UNITED KINGDOM, E2 8AG HOW DO WE COLLECT INFORMATION FROM YOU? WE COLLECT INFORMATION FROM YOU: WHEN YOU MAKE A BOOKING. WHEN YOU VISIT A RESTAURANT (PREFERENCES, ALLERGIES ETC.). MAKE AN ENQUIRY. WHEN YOU SIGN UP TO MARKETING EMAILS. WHAT TYPE OF INFORMATION IS COLLECTED FROM YOU? YOU MAY BE ASKED TO SUBMIT PERSONAL INFORMATION ABOUT YOURSELF WHEN YOU MAKE A BOOKING. WE WILL COLLECT THIS INFORMATION SO WE CAN FULFILL YOUR BOOKING REQUEST AND YOU MAY DINE AT OUR VENUE. WHEN YOU MAKE A BOOKING: THE VAULT COLLECTS INFORMATION SUCH AS: TITLE NAME E-MAIL ADDRESS (USED FOR BOOKING CONFIRMATION AND POST-DINING FEEDBACK EMAILS) HOME OR WORK ADDRESS BILLING INFORMATION TAKEN FOR DEPOSITS, TICKETING, OR HOLDING CREDIT CARD INFORMATION FOR USE IN THE CASE OF NO-SHOWS (WHERE APPLICABLE) TELEPHONE NUMBER COMPANY NAME DIETARY REQUESTS MARKETING PREFERENCES (WHETHER YOU OPT-IN OR OPT-OUT) WHEN YOU DINE AT THE VAULT: MARKETING RESPONSES (WHERE APPLICABLE) SURVEY RESPONSES CURRENT AND PAST RESTAURANT RESERVATION DETAILS WHEN YOU ACCESS OUR SITES: THERE IS "DEVICE INFORMATION" ABOUT YOUR COMPUTER HARDWARE AND SOFTWARE THAT IS AUTOMATICALLY COLLECTED BY THE VAULT. THIS INFORMATION CAN INCLUDE: DEVICE TYPE (E.G. MOBILE, COMPUTER, LAPTOP, TABLET) COOKIES OPERATING SYSTEM IP ADDRESS BROWSER TYPE BROWSER INFORMATION (E.G., TYPE, LANGUAGE, AND HISTORY) DOMAIN NAMES ACCESS TIMES SETTINGS REFERRING WEBSITE ADDRESSES OTHER DATA ABOUT YOUR DEVICE TO PROVIDE THE SERVICES AS OTHERWISE DESCRIBED IN THIS POLICY. LOCATION INFORMATION: IF YOU USE OUR WEBSITE, WE MAY RECEIVE YOUR GENERIC LOCATION (SUCH AS CITY OR NEIGHBOURHOOD). CAREERS: YOU MAY SUBMIT YOUR CV IF YOU'RE INTERESTED IN WORKING FOR US TO [CONTACT@VAULTSHENFIELD.COM](mailto:CONTACT@VAULTSHENFIELD.COM) THIS INFORMATION MAY INCLUDE: PERSONAL DETAILS EMPLOYMENT DETAILS EDUCATION SALARY HISTORY OTHER RELEVANT DETAILS WE WILL USE THIS INFORMATION TO ASSESS YOUR APPLICATION. WE MAY ALSO KEEP IT IN OUR RECORDS FOR FUTURE REFERENCE. PLEASE GET IN CONTACT IF YOU WOULD NO LONGER LIKE US TO HOLD YOUR RECORDS AT [CONTACT@VAULTSHENFIELD.COM](mailto:CONTACT@VAULTSHENFIELD.COM) HOW IS YOUR INFORMATION USED? OUR USE OF YOUR PERSONAL DATA WILL ALWAYS HAVE A LAWFUL BASIS, EITHER BECAUSE IT IS NECESSARY TO COMPLETE A BOOKING, BECAUSE YOU HAVE CONSENTED TO OUR USE OF YOUR PERSONAL DATA (E.G. BY SUBSCRIBING TO EMAILS), OR BECAUSE IT IS IN OUR LEGITIMATE INTERESTS. WE REQUIRE THE INFORMATION OUTLINED IN THE PREVIOUS SECTION TO UNDERSTAND YOUR NEEDS AND PROVIDE YOU WITH A BETTER SERVICE, AND IN PARTICULAR FOR THE FOLLOWING REASONS: INTERNAL RECORD KEEPING. SEND YOU SERVICE EMAILS (BOOKING CONFIRMATION AND POST-DINING FEEDBACK). IMPROVE OUR PRODUCTS AND SERVICES. SEND MARKETING COMMUNICATIONS IF YOU HAVE OPTED IN TO RECEIVE THEM. WE MAY USE THE INFORMATION TO CUSTOMISE THE WEBSITE ACCORDING TO YOUR INTERESTS. WHO HAS ACCESS TO YOUR INFORMATION? WE WILL NOT SELL, DISTRIBUTE, OR LEASE YOUR PERSONAL

INFORMATION TO THIRD PARTIES. ANY PERSONAL INFORMATION WE REQUEST FROM YOU WILL BE SAFEGUARDED UNDER CURRENT LEGISLATION. WE WILL ONLY SHARE YOUR INFORMATION WITH COMPANIES IF NECESSARY TO DELIVER SERVICES ON OUR BEHALF. FOR EXAMPLE SERVICE PROVIDERS (E.G. RESDIARY FOR THE PROVISION OF ONLINE BOOKINGS), THIRD-PARTY PAYMENT PROCESSORS, AND OTHER THIRD PARTIES TO PROVIDE OUR SITES AND FULFIL YOUR REQUESTS, AND AS OTHERWISE CONSENTED TO BY YOU OR AS PERMITTED BY APPLICABLE LAW. THIRD PARTIES WHOSE CONTENT APPEARS ON OUR SITE MAY USE THIRD-PARTY COOKIES, AS DETAILED BELOW. PLEASE REFER TO 'USE OF COOKIES' FOR MORE INFORMATION ON CONTROLLING COOKIES. PLEASE NOTE THAT WE DO NOT CONTROL THE ACTIVITIES OF SUCH THIRD PARTIES, NOR THE DATA THEY COLLECT AND USE AND ADVISE YOU TO CHECK THE PRIVACY POLICIES OF ANY SUCH THIRD PARTIES. YOU MAY CHOOSE TO RESTRICT THE COLLECTION OR USE OF YOUR PERSONAL INFORMATION AT ANY POINT. PLEASE REFER TO THE YOUR CHOICES SECTION OF THIS PRIVACY POLICY FOR DETAILS. HOW AND WHERE DO WE STORE DATA? WE ONLY KEEP YOUR PERSONAL DATA FOR AS LONG AS WE NEED TO (30 DAY PERIOD) IN ORDER TO USE IT AS DESCRIBED IN THIS PRIVACY POLICY, AND/OR FOR AS LONG AS WE HAVE YOUR PERMISSION TO KEEP IT. FOR RESERVATIONS TAKEN THROUGH RESDIARY SOFTWARE, YOUR DATA WILL ONLY BE STORED IN THE UK. RESDIARY DATA IS STORED SECURELY IN DATA CENTRES MANAGED BY RACKSPACE. PROFILING WE MAY ANALYSE YOUR PERSONAL INFORMATION TO CREATE A PROFILE OF YOUR INTERESTS AND PREFERENCES SO THAT WE CAN CONTACT YOU WITH INFORMATION RELEVANT TO YOU. WE MAY MAKE USE OF ADDITIONAL INFORMATION ABOUT YOU WHEN IT IS AVAILABLE FROM EXTERNAL SOURCES TO HELP US DO THIS EFFECTIVELY. YOUR CHOICES WE WILL NOT CONTACT YOU FOR MARKETING PURPOSES BY EMAIL, PHONE OR TEXT MESSAGE UNLESS YOU HAVE GIVEN YOUR PRIOR CONSENT. WE WILL NOT PASS YOUR DETAILS TO ANY THIRD PARTIES FOR MARKETING PURPOSES UNLESS YOU HAVE EXPRESSLY PERMITTED US TO. FURTHERMORE, YOU CAN CHANGE YOUR MARKETING PREFERENCES AT ANY TIME BY CONTACTING US BY EMAIL AT CONTACT@VAULTSHENFIELD.COM YOU HAVE A RIGHT TO REQUEST A COPY OF THE PERSONAL INFORMATION THAT THE VAULT HOLDS ABOUT YOU AND HAVE ANY INACCURACIES CORRECTED. ANY SUCH REQUESTS SHOULD BE MADE TO THIS EMAIL ADDRESS: CONTACT@VAULTSHENFIELD.COM YOU HAVE THE RIGHT TO WITHDRAW YOUR CONSENT TO US USING YOUR PERSONAL DATA AT ANY TIME, AND TO REQUEST THAT WE DELETE IT. WE DO NOT KEEP YOUR PERSONAL DATA FOR ANY LONGER THAN IS NECESSARY IN LIGHT OF THE REASON(S) FOR WHICH IT WAS FIRST COLLECTED. DATA WILL, THEREFORE, BE RETAINED FOR UP TO 30 DAYS. SECURITY DATA SECURITY IS VERY IMPORTANT TO US, AND TO PROTECT YOUR DATA WE HAVE TAKEN SUITABLE MEASURES TO SAFEGUARD AND SECURE DATA COLLECTED THROUGH OUR SITE. USE OF 'COOKIES' LIKE MANY OTHER WEBSITES, WE USE COOKIES. WE USE THEM TO HELP YOU PERSONALISE YOUR ONLINE EXPERIENCE. A COOKIE IS A TEXT FILE THAT IS PLACED ON YOUR HARD DISK BY A WEB PAGE SERVER WHICH ALLOWS THE WEBSITE TO RECOGNISE YOU WHEN YOU VISIT. COOKIES ONLY COLLECT DATA ABOUT BROWSING ACTIONS AND PATTERNS, AND DO NOT IDENTIFY YOU AS AN INDIVIDUAL. WE USE COOKIES FOR THE FOLLOWING PURPOSES

**AUTHENTICATION, PERSONALISATION AND SECURITY:** COOKIES HELP US VERIFY YOUR ACCOUNT AND DEVICE AND DETERMINE WHEN YOU LOG IN, SO WE CAN MAKE IT EASIER FOR YOU TO ACCESS THE SERVICES AND PROVIDE THE APPROPRIATE EXPERIENCES AND FEATURES. WE ALSO USE COOKIES TO HELP PREVENT FRAUDULENT USE OF LOGIN CREDENTIALS. **PERFORMANCE AND ANALYTICS:** COOKIES HELP US ANALYSE HOW THE SERVICES ARE BEING ACCESSED AND USED, AND ENABLE US TO TRACK THE PERFORMANCE OF THE SERVICES. FOR EXAMPLE, WE USE COOKIES TO DETERMINE IF YOU VIEWED A PAGE OR OPENED AN EMAIL. THIS HELPS US PROVIDE YOU WITH INFORMATION THAT YOU FIND INTERESTING. WE ALSO USE COOKIES TO PROVIDE INSIGHTS REGARDING YOUR END USERS AND YOUR SITES' PERFORMANCE, SUCH AS PAGE VIEWS, CONVERSION RATES, DEVICE INFORMATION, VISITOR IP ADDRESSES, AND REFERRAL SITES. **THIRD PARTIES:** THIRD PARTY SERVICES MAY USE COOKIES TO HELP YOU SIGN INTO THEIR SERVICES FROM OUR SERVICES. WE ALSO MAY USE THIRD-PARTY COOKIES, SUCH AS GOOGLE ANALYTICS, TO ASSIST WITH ANALYSING PERFORMANCE. ANY THIRD PARTY COOKIE USAGE IS GOVERNED BY THE PRIVACY POLICY OF THE THIRD PARTY PLACING THE COOKIE. **OPTING OUT:** YOU CAN SET YOUR BROWSER TO NOT ACCEPT COOKIES, BUT THIS MAY LIMIT YOUR ABILITY TO USE THE SERVICES. OUR SITE MAY CONTAIN LINKS TO OTHER WEBSITES. PLEASE NOTE THAT WE HAVE NO CONTROL OVER HOW YOUR DATA IS COLLECTED, STORED, OR USED BY OTHER WEBSITES AND WE ADVISE YOU TO CHECK THE PRIVACY POLICIES OF ANY SUCH WEBSITES BEFORE PROVIDING ANY DATA TO THEM. WHAT HAPPENS IF OUR BUSINESS CHANGES HANDS? WE MAY, FROM TIME TO TIME, EXPAND OR REDUCE OUR BUSINESS AND THIS MAY INVOLVE THE SALE AND/OR THE TRANSFER OF CONTROL OF ALL OR PART OF OUR BUSINESS. ANY PERSONAL DATA THAT YOU HAVE PROVIDED WILL, WHERE IT IS RELEVANT TO ANY PART OF OUR BUSINESS THAT IS BEING TRANSFERRED, BE TRANSFERRED ALONG WITH THAT PART. THE NEW OWNER OR NEWLY CONTROLLING PARTY WILL, UNDER THE TERMS OF THIS PRIVACY POLICY, BE PERMITTED TO USE THAT DATA ONLY FOR THE SAME PURPOSES FOR WHICH IT WAS ORIGINALLY COLLECTED BY US. IN THE EVENT THAT ANY OF YOUR DATA IS TO BE TRANSFERRED IN SUCH A MANNER, YOU WILL NOT BE CONTACTED IN ADVANCE AND INFORMED OF THE CHANGES. CHANGES TO THIS STATEMENT THE VAULT WILL OCCASIONALLY UPDATE THIS PRIVACY POLICY TO REFLECT COMPANY AND CUSTOMER FEEDBACK. THE VAULT ENCOURAGES YOU TO PERIODICALLY REVIEW THIS STATEMENT TO BE INFORMED OF HOW THE VAULT IS PROTECTING YOUR INFORMATION. THIS POLICY WAS LAST UPDATED IN DECEMBER, 2019. CONTACT INFORMATION THE VAULT WELCOMES YOUR COMMENTS REGARDING THIS PRIVACY POLICY. IF YOU BELIEVE THAT THE VAULT HAS NOT ADHERED TO THIS PRIVACY POLICY, PLEASE CONTACT THE VAULT AT CONTACT@VAULTSHENFIELD.COM. WE WILL AIM TO USE COMMERCIALY REASONABLE EFFORTS TO PROMPTLY DETERMINE AND REMEDY THE PROBLEM.