

## **Privacy Policy**

### **We currently collect and process the following information**

Name, address, post code, phone number, email address, number of people staying, booking dates.

### **How we get the information and why we have it**

Most of the personal information we process is provided to us directly by you for processing your booking and contact information. We only collect personal data relevant for your booking.

Under the General Data Protection Regulation (GDPR), the lawful basis we rely on for processing this information is in order to perform and fulfil your contract.

### **What we do with the information we have**

We use the information that you have given us in order to process your bookings, produce invoices and contact you.

We will not share your personal data with anyone unless we are required by law to do so.

### **How we store your information**

Your information is directly entered into our own records and stored on one laptop.

We keep your personal data unless you tell us to delete them, in order to be able to look back on previous bookings. We may occasionally contact you to inform you of last minute deals and changes to our website. Payment information is not ever stored.

### **Your data protection rights**

Under data protection law, you have various rights:

You have the right to ask us for copies of your personal information.

You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

You have the right to ask us to erase your personal information in certain circumstances.

You have the right to ask us to restrict the processing of your information in certain circumstances.

You have the right to object to the processing of your personal data in certain circumstances.

You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

If you have any concerns please email us at [harboursidehopecove@icloud.com](mailto:harboursidehopecove@icloud.com)