

## **Privacy Policy – GDPR 2018 Tapestry Holiday Cottage**

We are committed to ensuring that your privacy is protected.

This Policy defines how we use and protect Data collected by us in relation to your use of the Web Site and any Services or Systems provided therein.

Data is collected and stored in compliance with the EU General Data Protection Regulation (GDPR) and, unless we are obliged by law to do so, your Data will **not** be disclosed to third parties.

### **What we collect**

We collect only such Data as is necessary to provide you with the best possible service.

If you contact us we will collect your name and contact details including your postal address, email address and contact telephone number.

If you make a booking with us we will collect Data necessary to confirm the details of your booking including number, name and age of all guests.

### **Your Data Rights**

You have the right to request details of the personal Data we hold about you (please use the Contact Us facility to raise your request and we will respond with a full list of any Data we hold about you).

You have the right to withdraw your consent for us to retain your Data at any point. Upon receipt of your instruction we will delete your Data after 180 days (the 180 day retention period is to enable us to respond to any Court authorised request from government or law enforcement officials for its disclosure).

You have the right to lodge a complaint regarding our collection, retention or use of your Data with the UK Information Commissioners Office (ICO).

### **Security**

We are committed to ensuring that your Data is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure Data collected online.