

## **The Old Smithy Bed and Breakfast Privacy Notice**

### **Identity and Contact Details**

We are a data controller for personal information for the purposes of the General Data Protection Regulation. Our contact details are:

Diane and Christopher Harris The Old Smithy Basford, Edgton CRAVEN ARMS SY7 8HJ	Tel: 01588 680022  EMail: info@the-old-smithy-basford.co.uk
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### **Purpose of this Privacy Notice**

This Privacy Notice tells you what to expect when we process your personal information. It tells you the purposes for which we may process your personal information and the legal basis for the processing.

### **Why do we collect personal information?**

We need to collect, process and store personal information about you in order to provide our service.

### **The information we may collect about you**

We collect and store your name, email address and telephone number so we can make bookings and contact you. We also collect information relating to your stay e.g. food allergies so that we can deliver an appropriate service to you. If you consent to receive marketing emails, we will contact you to keep you informed about offers we may have from time to time. Generally, the information we hold will have been provided by you when you book a room and we will only ask for personal information that is appropriate to enable us to deliver our service and to provide information to you.

### **Legal Basis for Processing**

We rely on the following legal grounds for the collection of personal information:

- To provide information or otherwise carry out the performance of a contract with you as our guest;
- Our legitimate interests, including guest relationship management
- Compliance with legal obligations and/or defence against legal claims;
- Protection of the vital interests of any individual;
- Consent, as permitted by applicable law.

Providing us with personal information is voluntary, but not providing it means you will not be able to make a booking to stay with us.

### **How we manage your personal information**

We process your personal information in accordance with the principles of the GDPR.

We will treat your personal information fairly and lawfully and we will ensure that information is:

- Processed for limited purposes;
- Kept up-to-date, accurate, relevant and not excessive;
- Not kept longer than is necessary;
- Kept secure. Access to personal information is restricted only to Diane and Christopher Harris.

### **Period for which we will store your personal information**

We will retain your personal information for as long as necessary for the purpose(s) it is processed (described above). We will delete personal information when it is no longer needed and/or take steps to properly anonymize it so that you can no longer be identified from it (unless we need to keep your information to comply with legal or regulatory obligations to which we are subject).

**Sharing your personal information**

Your personal information will not be shared with third parties unless we are legally required to do so.

**How you can access or correct your information**

You can access the personal information we hold on you or to have your information removed from our system, contact us at [info@the-old-smithy-basford.co.uk](mailto:info@the-old-smithy-basford.co.uk)

To protect your privacy and security, we will also take reasonable steps to verify your identity before granting access or making corrections.

**Changes to our Privacy Notice**

This Privacy Notice may change from time to time in line with legislation or industry developments. We will not explicitly inform our clients or website users of these changes. Instead, we recommend that you check this page occasionally for any policy changes.

April 2022