

North Farm Cottages

DATA PRIVACY NOTICE

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal details is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

North Farm Cottages is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

We comply with its obligations under the "GDPR" by:

- Keeping personal data up to date;
- by storing and destroying it securely; by not collecting or retaining excessive amounts of data;
- by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To enable you to enjoy your holiday with us and to contact you in the case of changes, questions or legal requirements for holiday guests
- To let you know about changes and items of interest to you
- To request feedback on your stay

4. What is the legal basis for processing your personal data?

- Your explicit consent (the data subject) so that we can keep you informed about news, events and changes as well as specific details in connection with your holiday.
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;
- There is no disclosure to a third party without consent.
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5. Sharing your personal data

- Your personal data will be treated as strictly confidential and will not be shared with any third party.
- Data will be shared with HMRC or other government agencies in connection with legal or financial requirements.

6. How long do we keep your personal data?

North Farm Cottages

We keep guest personal information (excluding e-mail addresses) for two years after your stay with us.

We keep e-mail addresses for as long as you consent to continue receiving information and news about North Farm Cottages. Should you choose to withdraw your consent to receive this information then contact us using the details below, or unsubscribe from our email list. We will delete your personal information within 30 days of having received either request.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which we hold about you;
- The right to request that we correct any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for us to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data,
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact info@northfarm.info, ring 01603 737974 or write to North Farm Cottages, North Farm, Burgh Next Aylsham, Norfolk, NR12 7LQ

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.