Privacy Notice
Meadow Cottage Holiday Homes

This notice explains what information I collect, when I collect it and how I use this. During the course of my activities, I will process personal data (which may be held on paper, electronically, or otherwise) about you and I recognise the need to treat it in an appropriate and lawful manner. The purpose of this notice is to make you aware of how I will handle your information.

Who am I?

Pamela Brickwood at Meadow Cottage, Horton Road, Woodlands, Wimborne, Dorset BH21 8NB. I take the issue of security and data protection very seriously and strictly adhere to guidelines published in the General Data Protection Regulation (EU) 2016/679 which is applicable from the 25th May 2018, together with any domestic laws subsequently enacted.

I am notified as a Data Controller with the Office of the Information Commissioner under registration number ZA345355 and I am the data controller of any personal data that you provide to me.

The Data Protection Officer is Pamela Brickwood.

Any questions relating to this notice and my privacy practices should be sent to Meadow Cottage, Horton Road, Woodlands, Wimborne, Dorset BH21 8NB.

How I collect information from you and what information I may collect

I collect information about you:

- From your application for accommodation in the Holiday Homes
- From your contact information

I collect the following information about you:

- names, email address, dates of birth (as the Holiday Homes are adult only), address, telephone number, pets (for the booking);
- car details including number plate and if electric; and
- Bank account details including account number and sort code.

Why I need this information about you and how it will be used

I need your information and will use your information:

- to undertake and perform our obligations and duties to you in accordance with the terms of our Licence to Occupy in the Holiday Homes with you;
- to enable me to supply you with the services and information which you have requested;
- to help you to manage your stay;
- to carry out due diligence on any prospective guest;
- to analyse the information I collect so that I can administer, support and improve and develop our business and the services I offer;
- to contact you in order to send you details of any changes; and
- for all other purposes consistent with the proper performance of our operations and business.

Sharing of Your Information

The information you provide to me will be treated by me as confidential and will be processed only by any third party, acting on my behalf, within the UK/EEA.

I may disclose your information to other third parties who act for me for the purposes set out in this notice or for purposes approved by you, including the following:

- If I enter into a joint venture with or merge with a business entity, your information may be disclosed to our new business partners or owners;
- To carry out due diligence on you as a guest; and

- If you are unable to make payments under your stay, your information may be disclosed to any relevant party assisting in the recovery of this debt or the tracing of you as a guest.

Unless required to do so by law, I will not otherwise share, sell or distribute any of the information you provide to me without your consent.

Transfers outside the UK and Europe

I may transfer your information outside the UK. Where information is transferred outside the UK or EEA, I ensure that there are adequate safeguards in place to protect your information in accordance with this notice.

Security

When you give me information I take steps to make sure that your personal information is kept secure and safe. Information is kept in a folder and on an office computer which is password protected (inside my locked house).

How long I will keep your information

I review my data retention periods regularly and will only hold your personal data for as long as is necessary for the relevant activity, or as required by law (I may be legally required to hold some types of information), or as set out in any relevant contract I have with you.

Our full retention schedule is available in my office.

Your Rights

You have the right at any time to:

- ask for a copy of the information about you held by me in my records;
- require me to correct any inaccuracies in your information;
- make a request to me to delete what personal data of yours I hold; and
- object to receiving any marketing communications from me.

If you would like to exercise any of your rights above please contact me at **letsgorent@gmail.com**

Should you wish to complain about the use of your information, I would ask that you contact me to resolve this matter in the first instance. You also have the right to complain to the Information Commissioner's Office in relation to my use of your information. The Information Commissioner's contact details are noted below:

England:
Information Commissioner's Office
Wycliffe House, Water Lane
Wilmslow, Cheshire, SK9 5AF
Telephone: 0303 123 1113
Email: casework@ico.org.uk

Wales
Information Commissioner's Office
2nd floor, Churchill House
Churchill way, Cardiff, CF10 2HH
Telephone: 029 2067 8400
Email: wales@ico.org.uk

Scotland:
The Information Commissioner's Office
45 Melville Street, Edinburgh, EH3 7HL
Telephone: 0131 244 9001
Email: Scotland@ico.org.uk

Northern Ireland:
Information Commissioner's Office
3rd Floor, 14 Cromac Place
Belfast, BT7 2JB
Telephone: 028 9027 8757
Email: ni@ico.org.uk

The accuracy of your information is important to me - please help me keep my records updated by informing me of any changes to your email address and other contact details.

Website

Meadow Cottage website uses cookies – small text files that are placed on your machine to help the site provide a better user experience. In general, cookies are used to retain user preferences, store information for things like

shopping carts, and provide anonymised tracking data to third party applications like Google Analytics. As a rule, cookies will make your browsing experience better. However, you may prefer to disable cookies on this site and on others. The most effective way to do this is to disable cookies in your browser. I suggest consulting the Help section of your browser or taking a look at the About Cookies website which offers guidance for all modern browsers.

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