

Privacy Policy: How we handle your data

What personal data do you hold about me?

We have received your personal data directly from you or from a booking agent. The personal data consists of the following (or some of it): full name and title, full address, names of fellow guests, contact telephone numbers, email address.

What do you do with my personal data?

The data controller is Rosamond J Marshall Smith, owner of Dickman's Cottage, and we use your personal data for the following purposes:

- To administer your booking at Dickman's Cottage ("the Booking");
- To communicate with you for any purpose in relation to the Booking by letter, telephone, email or text message.

What is your legal basis for holding my personal data?

The legal basis of processing is:

- That the processing is necessary for the performance of the contract (namely the Booking), and
- That the processing is necessary for the purposes of the legitimate interests pursued by us relating to any matters arising from the Booking not covered in the bullet point above).

Will you transfer my personal data to third parties?

In normal circumstances we will not transfer your personal data to any third party.

We may transfer your personal data to third parties in the UK where this is necessary or desirable for the purposes of the Booking, for our legitimate business interests or as required by law.

How long will you hold my personal data?

In order to comply with applicable legislation, we will hold your personal data for six years following the end of the relevant tax year following which it will be destroyed.

Will you use my personal data for marketing?

No.

What are my rights under Data Protection legislation?

You have the right to request from us access to and rectification or erasure of personal data.

Any questions you may have about data protection should be addressed to enquiries@dickmancottage.co.uk.

You have the right to lodge a complaint with the Information Commissioner's Office (www.ico.org.uk).

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