

General Data Protection Regulations

PRIVACY POLICY

We understand that providing information in person, telephonic or online involves a great deal of trust on your part. We take this trust very seriously, and make it a high priority to ensure the security and confidentiality of the personal data supplied by you. With that in mind, this Privacy Policy describes our policy and practices regarding our collection, use and disclosure of your personal data.

WHAT INFORMATION WE COLLECT FROM YOU

The personal data we collect about you may include, but is not limited to: your name, email address, postal address, phone number, billing information, booking details and other information you may provide about yourself.

WHY WE COLLECT IT

Most commonly, we will use your personal data with your consent when you make a booking and to validate a card payment. We will only use your personal data when the law allows us to.

HOW WE STORE AND USE IT

We only process your personal data where we have a legal basis to do so. We will use your data in a fair and lawful way. Your information is stored securely on our electronic systems and we will retain it for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, administrative, accounting or statutory reporting requirements. We will not retain your personal data for longer than is necessary to fulfil the purpose it is being processed for. Your information

(except for card details) may be stored longer in our paper diary. When we no longer need your personal data, we will securely delete or destroy it.

WHEN AND WITH WHOM WE SHARE IT

Only authorised employees are permitted to access personal data, We do not share your details with any third party except where we are legally required to do so. We will only contact you for marketing purposes with your express consent.

YOUR RIGHTS

You have the right to request deletion of your personal data if:

- your personal data is no longer necessary for the purposes for which we collected or processed it; or
- you object to the processing of your personal data.

We will delete your information unless we have overriding legitimate grounds for retaining your information.