

## Privacy Policy Port Selma Lodges.

This privacy policy sets out how Port Selma Lodges uses and protects any information that you give us when you use our website.

Port Selma Lodges is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using website <www.portselma.co.uk> you can be assured that it will only be used in accordance with this privacy policy.

Port Selma Lodges may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with the changes.

This policy is effective from

### WHAT WE COLLECT.

We may collect the following information:-

Your name and address

Your contact details including your email address and telephone numbers.

Basic information about any special needs.

### WHAT WE DO WITH THE INFORMATION.

We require this information to provide you with the best service possible and for the following reasons:-

To provide you with written confirmation of your booking.

To provide you with information about our location.

To provide you with information about payment including our bank details.

To contact you in emergency

Our internal record keeping.

### SECURITY

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online. We will not sell, lease or distribute your personal information to third parties unless we have your permission to do so or are required by law to do so.

You may request details of personal information which we hold about you under the Data Protection Act of 1998. If you believe any of the information is incorrect, please contact us and it will be corrected immediately.

### PERSONAL DATA YOU MAY GIVE US ABOUT OTHERS

If you are booking for someone else, you may find it helpful to give personal information about them, for example their name and any special needs they may have. It is important to establish that they know you have done this and that they know of our privacy policy.

### WHEN DO WE SHARE YOUR DATA WITH THIRD PARTIES?

In certain circumstances we do share your personal data with other parties, for example when you pay by bank transfer some of your details will be passed on to our bank.

We may share your data with any competent law enforcement body, regulator, government agency, court or other third party where we find it necessary as a matter of law or to exercise our legal rights (including to investigate any suspected fraudulent or criminal activity) or to protect your vital interests.

#### RETENTION OF YOUR PERSONAL DATA

When we have no legitimate business to retain your data, we will either delete it or store it anonymously.

#### WHAT RIGHTS DO YOU HAVE CONCERNING YOUR PERSONAL DATA ?

You have the following rights

1. If you wish to access, correct, update or request deletion of your personal data, you can do so at any time.
2. You can object to processing of your data or ask us to restrict processing of your data.
3. You have the right to complain to a data protection authority about our collection and use of your data.

#### HOW DO WE TREAT PERSONAL DATA OF CHILDREN ?

Our website is not intended to be used by children under 18 years of age. We only process information about children with the consent of the parents or legal guardians,