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## **Privacy Policy**

### **IMPORTANT – GDPR Information**

Data Protection laws changed on May 25th 2018 with the introduction of GDPR (General Data Protection Regulation). This means that as an organisation we have to provide details of the information we hold about you, be transparent about how we use this data & make it easy for information stored to be removed when requested.

We have reviewed our data retention policy.

### **What information we currently store.**

At this time we hold information as provided by you to provide a service only.

### **Details of the information we store includes:**

- Name
- Contact postal address
- Phone Number (Landline &/or Mobile)
- Email Address

### **How your information is stored & used**

All information held is stored in a safe & secure environment on site for a period of six years (due to HMRC requirements) then destroyed securely on-site.

No information is directly stored online (if you are booking through a third agent please check their Privacy Policy).

Information is only accessible by authorised staff.

### **Information is held solely for the following purpose:**

- To inform you about our accommodation & facilities relevant to your booking
- We do not share your information with any third party

To enquire about your data held or to have any data removed please contact us at

[info@themarquisoflorne.co.uk](mailto:info@themarquisoflorne.co.uk)