# **LANCOMBES HOUSE**

## SELF-CATERING HOLIDAY COTTAGES West Milton, Bridport, Dorset, DT6 3TN 01308 485375

info@lancombes-house.co.uk

www.lancombes-house.co.uk

#### **Privacy Policy**

#### **IMPORTANT - GDPR Information**

Data Protection laws changed on May 25<sup>th</sup> 2018 with the introduction og 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 and 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:

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

#### How your information is stored and used

All information held is stored in a safe and secure environment on site for a period of 6 years (due to tax) 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 and facilities relevant to your booking
  - We do not share you information with any third party

To enquire about your data held or to have any data removed please contact us on info@lancombes-house.co.uk