



## **Privacy Notice**

*This Privacy Notice explains how we at Beechenhill Farm use any personal information we collect about you.*

### ***What information we collect about you***

*When you make a booking with us we collect the names of all the guests who will be staying, the Home address, email address and telephone number of the person making the booking. We also collect a debit or credit card number to take the deposit equal to the first night of your stay.*

### ***How we use the information we hold on you***

*We use your home address as part of the card payment processing to validate the card.*

*We will use your email address to send you confirmation of the booking and an email with more details on how to find us and other information you may find useful for your stay.*

*After your stay you will receive an automatic email from our booking system asking you to fill in a feedback form. We also send you an additional email*

*checking everything was ok with your stay and offering you ways to stay in contact with us by social media or email if you choose to do so.*

*We will not use your telephone number to contact you unless it for an emergency and/or we have been unable to contact you by email.*

### ***How is your data stored***

*All of the personal and debit/credit card data you supply us, as part of the booking process, is stored securely on a third party system, Supercontrol.*

*Neither we nor Supercontrol will share your information with any third party unless there is a legal reason for doing so.*

### ***Marketing***

*We would like to stay in touch with you to send information about the Farm, any special offers we may have or local events. We send occasional emails to people on our distribution list. The distribution list is managed by a secure third party, Mailchimp.*

*You may change your preferences or unsubscribe via Mailchimp at any time.*

*Neither we nor Mailchimp will pass your details onto any third party.*

### ***Guest Registration***

*We are required by law to collect the following information on all our guests. We do this by asking you to complete a registration form on arrival.*

*For Commonwealth guests;*

- *Name and nationality*

*For non-Commonwealth guests;*

- *Name, nationality, passport number, address of next destination*

*We will keep these forms safely in a locked filing cabinet. We are required to keep these registration forms for a year and show them to a police officer if they request to see them. We will destroy these forms 12 months after your stay.*

### **Access to your information**

*You have the right to request a copy of the information we hold about you. If you would like a copy of this information please email us at [stay@beechenhill.co.uk](mailto:stay@beechenhill.co.uk)*

### **Cookies**

*Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity.*

*You can set your browser not to accept cookies. See [www.aboutcookies.org](http://www.aboutcookies.org) for more information.*

## **CCTV Surveillance Cameras**

*We have 2 cameras located in the first yard/dairy. One looks across the first yard, the other is directed towards the dairy sliding door. None of the cameras are pointed at the guest bedrooms, doors or windows.*

*We use these cameras for the security of our property, ourselves, our animals, our guests and our guests' property.*

*The data is recorded securely and is only kept for 2 days.*

*The only person to have access to this data is Terry Prince the Farm Owner.*

Contact Details:

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