

# Slebech Park Estate Privacy Policy 2018

## What information we collect

We collect Personal information when you use any or enquire in regards to our Products and Services including our Rooms, Restaurant, Meetings & Events Facilities and Wi-Fi.

Information may be collected at the following online point; via cookies from general website use and completed online booking form.

The information collected during this time is classed as Personal Data and as such is information that may allow someone to identify you.

### **We will also collect preference details and health information for example:**

This sort of information may Also include: Contact details, Diet, Allergens, Disability, Health, Car Registration, Passport details (International Visitors) and Personal preferences relating to any of our Facilities and or Services..

If you provide us with any personal data relating to any third party (e.g. information about your spouse, children, employees or colleagues) for booking purposes, by submitting such information to us, you warrant and represent to us that you have obtained the consent of such third party to provide us with their personal data for the respective purposes.

We have a legal duty to keep all Personal Data secure and confidential.

## What we do with your information

We'll use this information to process your Bookings, respond to any Enquiries, Process Gift Vouchers and provide you with use to our Services & Facilities.

Any personal information that is collected for Booking purposes will only be kept for the maximum legally required term. In most instances this information is provide as part of a contract and will be kept according to HMRC guidelines for 7 years.

Any other data non contractual basis, but for our Hotel Operation Purposes and Guest Comfort will be kept for a period of 12 Months unless you apply for the information to be erased.

## Contact & Communication with us, Request for information

Anyone may request to view, update or have delete any information of theirs we may have stored if not legally required by us.

For all enquiries, Please contact us on:

**Slebech Park Estate Ltd**

The Rhos, Haverfordwest,

Pembrokeshire, SA624AX. Tel: 01437752000. Enquiries@slebech.co.uk

Company Number 8400846 and VAT Registration Number 159661376.

## The DPA & GDPR May 2018

You can read more about your rights @ [ico.org.uk/for-the-public/is-my-information-being-handled-correct](http://ico.org.uk/for-the-public/is-my-information-being-handled-correct)

We and our website comply to the DPA

(Data Protection Act 1998) and the GDPR (General Data Protection Regulation) May 25<sup>th</sup> 2018.