## **Privacy policy**

When you enquire about booking Gannets or book Gannets you give us information about yourselves. This statement explains how we look after that information and what we do with it.

What information we hold:

This can include the following, but is only what you share with us:

- Your name
- Your address
- Your phone numbers
- Your email address

We have a legal duty under the General Data Protection Regulation (GDPR) to prevent your information falling into the wrong hands. The only information we hold has been provided directly by you.

Using your data for legal reasons

When you book Gannets we have a contract with you to provide a service. Under GDPR this is using data for a lawful basis.

We need to keep your personal details to comply with Legal requirements. This will normally be for no longer than 6 years.

Using your data for other reasons

We may also use the data you give us to contact you about special offers or send a newsletter. We will only do this if you have given your consent for us to do this. If you decide that you no longer wish to receive information from us, you can contact us at any time to tell us not to contact you further.

How we store your information

We store your information securely on our computer system. Access is restricted to those who need to know. The information you provide will be kept confidential. It will not be shared with a third party without your consent unless required by law.

If you enquire about Gannets but don't book we will delete your data within one month unless you give us your consent to be on our mailing list.

All paper documents such as the booking form you complete will be stored in our safe.