**Menabilly Holidays**

**DATA PRIVACY POLICY**

1. **About this Policy**
	1. This policy explains when and why we collect personal information about our members and instructors, how we use it and how we keep it secure and your rights in relation to it.
	2. We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.
	3. We reserve the right to amend this Data Privacy Policy from time to time without prior notice. We may be required to amend this Data Privacy Policy due to regulations. For any significant changes you will be notified but you are advised to check www.tringtabletennis.net URL for the latest Privacy Policy
	4. We will always comply with the General Data Protection Regulation (**GDPR**) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.
2. **Who are we?**
	1. We are Menabilly Holidays.
	We can be contacted at:
	Menabilly, Par, Cornwall PL24 2TN
	Phone: 01726 808150
	Email: info@menabilly.com
3. **What information we collect and why**
	1. If you choose to make a booking through us we will collect details that you provide in relation to that booking. Information held is likely to include your name, address, contact number and email address.
	2. If, on the booking form, you agree to being contacted from time to time about our cottage holidays, you can request for that permission to be withdrawn using the contact options detailed in section 2, above.
4. **How we protect your personal data**
	1. We will not transfer your personal data outside the EU without your consent.
	2. We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.
	3. Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.
	4. We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.
5. **Who else has access to the information you provide us?**
	1. We will never sell your personal data. We will not share your personal data with any third parties.

1. **How long do we keep your information?**
	1. We have a system of retention periods in place to ensure that your information is only stored whilst it is required for the relevant purposes or to meet legal requirements. Where your information is no longer required, we will ensure it is disposed of in a secure manner.
2. **Your rights**
	1. You have rights under the GDPR:
		1. to access your personal data
		2. to be provided with information about how your personal data is processed
		3. to have your personal data corrected
		4. to have your personal data erased in certain circumstances
		5. to object to or restrict how your personal data is processed
		6. to have your personal data transferred to yourself or to another business in certain circumstances.
	2. You have the right to take any complaints about how we process your personal data to the Information Commissioner:

<https://ico.org.uk/concerns/>

0303 123 1113

Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

For more details, please address any questions, comments and requests regarding our data processing practices using the contact options detailed in section 2, above.

**Menabilly Holidays Responsibility Statement:**

**Menabilly Holidays takes all reasonable care to ensure that the information contained in its**

**Guidance is accurate, and that any opinions, interpretations and guidance expressed have been carefully considered in the context in which they are expressed. However, before taking any action based on the contents of this Guidance or any other Guidance provided by Menabilly Holidays, readers are advised to confirm the up to date position and to take appropriate professional advice specific to their individual circumstances.**