**MEADOW VIEW GITES**

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**GENERAL DATA PROTECTION REGULATIONS**

The European regulation No. 2016/679 of 27 April 2016, or General Data Protection Regulation (GDPR), came into force on 25 May 2018. Basically, this new European law replaces the Data Protection Act. Please find below more information with regards to how we store and use your personal data. We are committed to ensuring that all of your personal data and privacy is protected, and under no circumstances will we give out your personal information without your permission. It covers all data, whether electronic or paper based.

What information might we collect from you?
When you make a reservation with us we will ask the full names of all guests, and the phone number, email address, home address, postcode and date of birth of the person making the booking.

What do we do with your information?
We use your email for means of communication for your reservation/booking, answer any queries you email to us, and to send you thank you / review request email. A phone number and email are requested so that we can contact you should any problems arise with your booking. We will only ever contact you when it is necessary to do so. These are the only circumstances in which we will require your personal information. We require this information in order to provide a smooth service.

We will also email you to add details of how you can keep in touch with us on social media, should you wish to do this.

We will not use your telephone number unless we need to contact you urgently or if we cannot reach you by email.

How long will my data be held for?
Information on client bookings may be held for up to seven years, as they may be required within this period for legal or tax purposes.

Why might your information be required?
For effective processing of your booking. We do not use your information for marketing purposes, and it will not be shared to any third parties.
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How is my data secured?
Your data is protected by electronic and physical structures, ensuring only authorised persons can access it. You have the right to request a copy of the information we hold about you. If you would like a copy of this please email us at info@holidaysinlimousin.com