# The Studio Bed and Breakfast

Jacobus House 9a Dark Lane North Steeple Ashton BA14 6EY



# The Studio Bed and Breakfast GDPR Policy

#### Reference:

The General Data Protection Regulation 2016/679 is a regulation in EU law on data protection and privacy for all individuals within the European Union and the European Economic Area. Wikipedia

Implementation date: 25 May 2018

Date made: 14 April 2016

**Replaces:** Data Protection Directive

Commission proposal: COM/2012/010 final – 2012/0010 (COD) Made by: European Parliament and Council of the European Union

# Introduction:

The Studio is a privately owned bed and breakfast which has access to electronic data through it's booking partners and website domain holders. This data is limited to that used during the booking process and during the direct follow up process to confirm user needs. This data is not shared or sold on to others at any time.

#### **Policy**

This notice discloses the policy and practices for "the Studio Bed and Breakfast" (thestudiobedandbreakfast.com). This privacy notice applies solely to information collected by this website and its associated booking agent. It will, on request, notify you of the following:

- 1. What personally identifiable information is collected from you through the website, how it is used and with whom it may be shared.
- 2. What choices are available to you regarding the use of your data.
- 3. The security procedures in place to protect the misuse of your information.
- 4. How you can correct any inaccuracies in the information.

# Information Collection, Use, and Sharing

We are the sole owners of the information collected on this site. We only have access to/collect information that you voluntarily give us during booking, via email

or other direct contact from you. We will not sell or rent this information to anyone.

We will only use your information to respond to you, regarding the reason you contacted us. We will not share your information with any third party outside of our organization, other than is necessary to fulfil your request, e.g. to book a service from a third party.

Unless you ask us not to, we may contact you via email in the future to tell you about special events, new facilities or services, or changes to this privacy policy.

# **Your Access to and Control Over Information**

You may opt out of any future contacts from us at any time. You can do the following at any time by contacting us via the email address or phone number given on our website:

- Enquire as to what data we have about you, if any.
- · Change/correct any data we have about you, i.e. change of address.
- · Have us delete any data we have about you.
- Express any concern you have about our use of your data.

#### Security

We take precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline. Wherever we collect sensitive information (such as credit card data on our booking agents' sites), that information is encrypted and transmitted to us in a secure way.

We are a small private operation and no data is passed on beyond the point of delivery to the client. Data storage is limited to historic transaction files and diaries, which are held on a password protected computer.

While our booking agents use encryption to protect sensitive information transmitted online, we also protect your information offline. Only those who need the information to perform a specific job (for example, billing or customer service) are granted access to personally identifiable information. The computer in which we store personally identifiable information are kept in a secure environment.

If you feel that we are not abiding by this privacy policy, you should contact us immediately via telephone at 01380 871171or via email to robbiejocampbell@btinternet.com

Jo Campbell Owner/Operator The Studio Bed and Breakfast