

## **Privacy Notice**

**Greenfoot Holiday Home Park  
Greenfoot, Stanhope  
Co Durham  
DL13 2JT**

### **1. Who we are and what we do:**

#### **Who we are:**

Greenfoot Holiday Home Park

#### **What we do:**

Greenfoot Holiday Home Park is a caravan park

### **2. What type of personal information do we collect and how do we collect it?**

#### **The type of personal information we collect:**

We collect the following personal information about you:

- Name
- Home address, personal telephone numbers, personal e-mail addresses
- Business name, current business address, registered business address, company number, business telephone number, business e-mail address, website address
- Any social media links to you or your business e.g. Facebook page details, Twitter username etc
- Bank details (if paying by cheque, bank transfer, debit or credit card)

#### **How we collect personal information:**

We collect information about you in the following ways:

- Telephone conversations
- Email correspondence/letters
- In person

### **3. What is our power to obtain and use the personal data?**

Lawful Basis (Article 6)

Due Performance of Contract

### **4. What is your personal information used for?**

Greenfoot Holiday Home Park collects and process information about you for the following purposes:

- to generate invoices
- Insurance policies
- to comply with legal obligations
- to contact you

## **5. Will your personal information be shared?**

We do share your personal information. When we share your information we do it with the following organisations where applicable and requested:

- Business Rates (Durham County Council)
- Current insurers
- We may legally be required to disclose your details if required to comply with the law

## **6. How do we keep your personal information secure?**

The security of your personal information is important to us. This is why we follow a range of procedures to control and safeguard access to and use of your personal information.

## **7. How long will we keep your personal information?**

We keep your information as a business record of our interaction with you.

The retention periods are as follows:

Subject to any legal requirement, we will delete your information where you tell us that you will no longer

be using this service or when it is no longer necessary for us to retain this data.

## **8. Is your personal information processed outside the European Economic Community (EEC) ?**

We do not process your personal information outside the EEC.

## **9. Marketing (if applicable)**

At no time will your information be passed to organisations external to us and our partners for marketing or sales purposes or for any commercial use without your prior express consent.

## **10. What are your Information Rights?**

Your Information Rights are set out in the law. Subject to some legal exceptions, you have the right to:

- to have any inaccuracies corrected;
- to have your personal data erased when it is no longer necessary for us to retain this data;
- to place a restriction on our processing of your data;
- to object to processing; and
- to request your data to be ported (data portability).

To exercise any of these rights contact Greenfoot Holiday Home Park in the first instance.

You also have the right to request a copy of the personal information we hold about you.

If something goes wrong with your personal information or you have questions about how we use it, please contact Greenfoot Holiday Home Park.

If we have not been able to deal with your complaint, you can also contact the Information Commissioner's Office: Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Telephone: 0303 123 1113