

# Privacy Policy & Cookies

## WEBSITE PRIVACY POLICY

**The policy:** This privacy policy is for this website; [www.manorfarmholidaycottages.co.uk](http://www.manorfarmholidaycottages.co.uk) served by Manor Farm Cottages, Buckton, YO15 1HU and governs the privacy of its users who choose to use it. It explains how we comply with the GDPR (General Data Protection Regulation), the DPA (Data Protection Act) [pre GDPR enforcement] and the PECR (Privacy and Electronic Communications Regulations).

This policy will explain areas of this website that may affect your privacy and personal details, how we process, collect, manage and store those details and how your rights under the GDPR, DPA & PECR are adhered to. Additionally, it will explain the use of cookies or software, advertising or commercial sponsorship from third parties and the download of any documents, files or software made available to you (if any) on this website. Further explanations may be provided for specific pages or features of this website in order to help you understand how we, this website and its third parties (if any) interact with you and your computer/device in order to serve it to you. Our contact information is provided if you have any questions.

## THE DPA & GDPR MAY 2018

We and this website comply to the DPA (Data Protection Act 1998) and already complies to the GDPR (General Data Protection Regulation). We will update this policy accordingly after the completion of the UK's exit from the European Union.

## WEBSITE VISITOR TRACKING

When someone visits our site we use a third party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website. If we do want to collect personally identifiable information through our website, we will be up front about this. We will make it clear when we collect personal information and will explain what we intend to do with it.

## PLUGINS COLLECTING DATA

If we collect any data from you it is only for the purpose of meeting your needs and it will be stated upon the point of the data entry what it shall be used for. For example, if you are making a booking we will require your name, address, email and possibly your contact telephone number in order to process your request. We will only use the data for the purpose it serves. We will not share this data with any 3<sup>rd</sup> party. Only individuals who are permitted to access this data will use it and use it only for

the purpose it serves, for example booking a holiday with us. These individuals are aware of their responsibilities under the GDPR guidelines. Should you wish a copy of your data that we have or you wish us to delete your data you can contact us on [manorfarmcottages@outlook.com](mailto:manorfarmcottages@outlook.com) and state your request. Please be aware that deletion of data may mean that we cannot process your request.

## PAYMENT DATA

We do not collect any payment details on our website.

## DOWNLOADS & MEDIA FILES

Any downloadable documents, files or media made available on this website are provided to users at their own risk. While all precautions have been taken to ensure only genuine downloads are available, users are advised to verify their authenticity using third-party anti-virus software or similar applications.

We accept no responsibility for third party downloads and downloads provided by external third party websites and advise users to verify their authenticity using third-party anti-virus software or similar applications.

## CONTACT & COMMUNICATION WITH US

Users contacting this us through this website do so at their own discretion and provide any such personal details requested at their own risk. Your personal information is kept private and stored securely. We will not sell or pass on your data to any 3<sup>rd</sup> party.

## EXTERNAL WEBSITE LINKS & THIRD PARTIES

Although we only look to include quality, safe and relevant external links, users are advised to adopt a policy of caution before clicking any external web links mentioned throughout this website.

We cannot guarantee or verify the contents of any externally linked website despite our best efforts.

Users should, therefore, note they click on external links at their own risk and we cannot be held liable for any damages or implications caused by visiting any external links mentioned.

## SOCIAL MEDIA POLICY & USAGE

There may be instances where our website features social sharing buttons, which help share web content directly from web pages to the respective social media platforms. You use social sharing buttons at your own discretion and accept that doing so may publish content to your social media profile feed or page.

# ACCESS TO PERSONAL INFORMATION

Manor Farm Cottages tries to be as open as it can be in terms of giving people access to their personal information. Individuals can find out if we hold any personal information by making a 'subject access request'. If we do hold information about you we will:

- give you a description of it;
- tell you why we are holding it;
- tell you who it could be disclosed to; and
- let you have a copy of the information in an intelligible form.

To make a request for any personal information we may hold you need to put the request in writing to the address provided below.

If you agree, we will try to deal with your request informally, for example by providing you with the specific information you need by email.

If we do hold information about you, you can ask us to correct any mistakes or to delete it by, once again, contacting us in writing.

Data Protection

Manor Farm Cottages, 70 Main Street, Buckton YO15 1HU

Policy updates 15/05/18