

# The Terrace Hunstanton Privacy Policy

## **Our contact details**

Name: Victoria Kirk

Address: 46A Westgate Hunstanton Norfolk PE36 5EL

Phone Number: 01485 535903

E-mail:theterracehunstanton.co.uk

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

We currently collect and process the following information:

- Name
- Telephone Number
- Email address
- Allergy Information
- Location
- Staff Names
- Staff Address
- Staff Financial
- Staff Health Information
- Emergency Contact Details

## **How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- For Our mailing list
- To hold reservations
- Staff Forms

We use the information that you have given us in order to **contact you regarding a booking, send information about events and offers, for staff emergency contact incase of an accident in the work place, to process pay**

We may share this information with the emergency services if requested to do so

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

**(a) Your consent. You are able to remove your consent at any time. You can do this by contacting [victoria kirk](#)**

**(b) We have a contractual obligation.**

**(c) We have a legal obligation.**

## **How we store your personal information**

Your information is securely stored.

We keep **your data** for **the length of the business operation**. We will then dispose your information by deleting it on your request

## **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [theterracehunstanton@outlook.com](mailto:theterracehunstanton@outlook.com) or calling 01485 535903 if you wish to make a request.

## **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at The Terrace Hunstanton, email [theterracehunstanton@outlook.com](mailto:theterracehunstanton@outlook.com)

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>