



GDPR – Information Sharing

Policy Statement relating to :-

- **Cockles Farm Bungalow;**
- **Cockles Farm Commercial Units;**
- **Cockles Caravan Park;**
- **Cockles Caravan and Boat Storage; &**
- **Cockles Farm Glamping.**

We recognise that guests and customers have a right to know that the information they share with us will be regarded as confidential, as well as to be informed about the circumstances when and the reasons why, we are obliged to share information.

We record and share information about guests and customers (data subjects) in line with the six principles of the General Data Protection Regulations (GDPR) (2018) which are further explained in our Privacy Notice below. The six principles state that personal data must be:

1. Processed fairly, lawfully and in a transparent manner in relation to the data subject.
2. Collected for specified, explicit and legitimate purposes and not further processed for other purposes incompatible with those purposes.
3. Adequate, relevant and limited to what is necessary in relation to the purposes for which data is processed.
4. Accurate and where necessary, kept up to date.
5. Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the data is processed.
6. Processed in a way that ensures appropriate security of the personal data including protection against accidental loss, destruction or damage, using appropriate technical or organisational measures

We are committed to ensuring that any personal data we hold about you is protected in accordance with data protection laws and is used in line with your expectations.



Privacy Notice

This privacy notice explains what personal data we collect, why we collect it, how we use it and how we protect it:

What personal data do we collect? We collect personal data about you so we can contact you and take payment from you.

Personal details that we collect about you include:

- Your name, address, telephone number & email address.
- Where applicable we may obtain credit references and landlord references.
- Use photos of your caravan/motorhome or unit for marketing purposes. We will obtain your consent before taking any photos.

Personal Details collected from you will be:

- stored securely at all times
- processed fairly, lawfully and in a transparent manner
- accurate and where necessary be kept up to date

We will:

- ask for consent to hold and use data for as long as necessary and make people aware how we use the information, giving them the option to opt out at any time.
- only use information given to us for its agreed purpose and destroyed thereafter.
- only ask for information that is necessary. Data we hold will be relevant and not excessive.
- Old records will be destroyed securely. Electronic records will be deleted and paper records disposed of confidentially.



Facebook

If you communicate with us via Facebook. It is your responsibility to choose what personal information you share on social media.

We are obliged to share confidential information without authorisation from the person who provided it, or to whom it relates, if it is in the public interest. That is when:

- it is to prevent a crime from being committed or to intervene where one may have been, or
- not sharing it could be worse than the outcome of having shared it.

Policy Dated: 3rd June 2020

Policy Review date : June 2021

Signed: EJ Duckering

Name: Emily-Jane Duckering

Role: Property & Business Manager.
Cockles Farm, Saltash, Middle Pill, Cornwall