



## DATA PRIVACY NOTICE

# INGLEBY MANOR

### 1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

### 2. Who are we?

Ingleby Manor is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

### 3. How do we process your personal data?

Ingleby Manor complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To administer your booking;
- To maintain our own accounts and records;
- To keep in touch and inform you of news of Ingleby Manor;

### 4. What is the legal basis for processing your personal data?

- Processing is necessary for carrying out contractual and legal obligations in relation to accounting or under employment, social security or social protection law;
- Explicit consent of the data subject so that we can keep you informed about news and events.

### 5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of Ingleby Manor in order to carry out a service or for purposes connected with the service. We will only share your data with third parties with your consent.

### 6. How long do we keep your personal data?

We keep data in accordance with the GDPR and not in an identifiable form for longer than is necessary for the purpose for which the data is processed.

### 7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which Ingleby Manor holds about you;
- The right to request that Ingleby Manor corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for Ingleby Manor to retain such data;
- The right to withdraw your consent to the processing at any time
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to lodge a complaint with the Information Commissioners Office.

## **8. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

## **9. Contact Details**

To exercise all relevant rights, queries or complaints please in the first instance contact Ingleby Manor, Ingleby Greenhow, Great Ayton, N Yorks TS9 6RB or [adam@inglebymanor.co.uk](mailto:adam@inglebymanor.co.uk)

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.