

# *Blantyre Guest House Privacy Policy*

This Privacy Notice explains how we at **Blantyre Guest house** use any personal information we collect about you.

## **What information we collect about you**

When you make a booking with us we collect the names of all the guests who will be staying. The home address, email address, and telephone number of the person making the booking. We also collect a debit or credit card number to take the deposit equal to the first night of your stay.

## **How we use the information we hold on you**

We use your home address as part of the card payment processing to validate the card. We will use your email address/home address to send you confirmation of the booking and an email/home address with more details on how to find us and other information you may find relevant for your stay.

We will not use your telephone number to contact you unless we are unable to contact you by email, or need further information relevant to the booking.

## **How is your data stored?**

All of the personal and debit/credit card data you supply us, as part of an on line booking process, is stored securely on a third party system, **Free-to-book**.

All of the personal data you supply us, as part of a non on line booking process, is stored securely on a third party system, **Free-to-book**, and any debit/credit card data is stored manually in a secure environment and then destroyed upon completion for the booking

Neither we nor **Free-to-book** will share your information with any third party unless there is a legal reason for doing so.

## **Guest Registration.**

We are required by law to collect the following information on all our guests. We do this by asking you to complete a registration form on arrival.

For commonwealth guests;                      Name and nationality

For non-commonwealth guests;                Name, nationality, passport number, address of next destination

We will keep these forms safely in a locked filing cabinet. We are required to keep these registration forms for a year and show them to a police officer if they request to see them. We will destroy these forms 12 months after your stay.

## **Access to your information.**

You have the right to request a copy of the information we hold about you. If you would like a copy of this information please email us at: ***Info@Blantyreghouse.co.uk***