

## **Website Privacy Policy**

**This private notice explains how we use and protect personal information.**

Farfields Farm is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website; you can be assured that it will only be used in accordance with this privacy statement.

Farfields Farm may change its policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with the changes.

### **What information we collect from you**

When you make a booking with us we will take your name, home address, email address and telephone number.

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

We require this information to understand your needs and provide you with a better service.

This information is required for internal record keeping and booking.

We will use your email address to send you confirmation of the booking and any other information you may find useful for your stay.

We will not use your telephone number to contact you unless it is for an emergency and/or we have been unable to contact you by email.

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

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

We will not share your information with a third party unless there is a legal reason for doing so.

### **Guest registration**

We are required by law to collect the following information from all our guests. We do this by asking all our guests to complete a guest 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 cabinet for a year after which time they will be destroyed.

### **Access to your information**

You have the right to request a copy of the information we hold about you under the General Data Protection Regulation. If you would like a copy of the information we hold about you please write to

Farfields Farm, Lockton, Pickering. North Yorkshire, YO18 7NQ

If you believe any of the information we are holding about you is incorrect or incomplete, please write to or email us as soon as possible. We will promptly correct any information found to be incorrect.

#### **Links to other websites**

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement.