

## DATA PRIVACY NOTICE - DUNFIELD HOUSE LIMITED

The **General Data Protection Regulation (GDPR)** is a legal framework that came into effect on May 25<sup>th</sup> 2018. It sets governance, guidelines and best practice for the collection and processing of personal information to run our business.

To ensure we comply with the new guidelines we have reviewed personal information kept and the reasons for doing so.

Please feel free to contact us if you have a question that is not answered below

### 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 likely to come into our possession. The processing of personal data is governed by the above regulation.

### 2. Who are we?

Dunfield House Limited is an independent group accommodation centre. Sue Norton (house manager) is our Data Protection Officer.

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

Dunfield House Limited complies with 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.

*We use your personal data for the following purposes: -*

- To interact with you and members of your group when you book Dunfield by email, text or social media, this data is mandatory, without this we cannot enter into a contract with you
- To inform you of news, events, late deals, activities at Dunfield House
- To fundraise and promote the interests of Dunfield House
- To document accidents on site, this data is mandatory
- Sensitive information; e.g. dietary requirements, disability or religious beliefs
- To comply with legal & best practice data collection e.g. bedroom lists, dietary needs

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

- **With your consent;** where we process personal information with your consent, you can withdraw at any time, but this may affect the service we provide
- **To fulfil a contract;** we will process your information to administer your stay with us.
- **For a legitimate interest;** to help achieve our business interests where the activity does not affect your rights
- **To comply with legal obligations;** e.g. we are required by law to keep records in case there is an emergency, so we can make sure you are safe
- **Vital Interest & Special Categories;** Data which is considered sensitive is given greater protection.

### 5. Sharing your personal data

- Your personal data will be treated as strictly confidential and is held in password protected computers and cloud-based systems.
- Our long-standing policy of no disclosure of your personal details to a third party without consent continues (*unless required to for legal obligations*)

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

We keep data following guidance under the GDPR. Please contact us if you would like to know the approximate dates that data is held in your name.

### 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 the Dunfield House Limited holds about you;
- The right to request that Dunfield House Limited 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 Dunfield House Limited to retain such data
- The right to withdraw your consent for us to use your data for business and marketing purposes
- The right to ask for Dunfield House to send you, or another organisation, certain types of information about you in a format that can be read by computer

### 8. Further processing

If we wish to use your personal data for a new purpose, not covered by this data privacy notice, we will provide you with a new notice explaining how your data will be used.

### 9. Full Privacy Document

- If you would like more information, please contact us to discuss a particular question or to ask for a copy of our full Data Privacy Policy
- Our contact details are: Sue & Paul Norton (House Managers), Dunfield House, Kington. Herefordshire. HR5 3NN Tel: 01544230563 Email: [info@dunfieldhouse.org.uk](mailto:info@dunfieldhouse.org.uk)