



## The Old Saddle @ Langham House Stable Yard

### Privacy Notice

This Privacy Notice explains how we at a The Old Saddle Room Bed and Breakfast 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.

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

We will use your home address or email address to send you confirmation of the booking and an email/letter with more details on how to find us and other information you may find useful for your stay. We will not use your telephone number to contact you unless it for an emergency and/or we have been unable to contact you by email.

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

All of the personal data you supply us, as part of the booking process, is stored securely on our computer system. We will not share your information with any third party unless there is a legal reason for doing so.

#### **Marketing**

We undertake no direct marketing activities pre- or post-stay. We will never pass your details onto any third party for marketing purposes.

#### **Guest Registration**

We collect the following information on all our guests at the time of booking:

Name, address, email address, contact phone number(s)

We also invite guests to voluntarily sign our visitor book. Comments made in the book may be displayed on our website but are fully anonymised prior to publication.

We will keep this information safely on our secure computer system. We are required to keep these details for a year and show them to a police officer if they request to see them. We will destroy these details 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 [enquiries@langhamhousestableyard.co.uk](mailto:enquiries@langhamhousestableyard.co.uk)

#### **Cookies**

Our online presence and web services do not use cookies.