

Privacy Notice for Ty Bryn B&B

This Privacy Notice explains how we at a Ty Bryn Bed and Breakfast use any personal information we collect about you. Do get in touch if you have any questions after reading this.

What information we collect about you

You can make a booking with us in a number of ways (via our own website, telephone, direct email or via an external agency), but whatever booking method you choose, your booking is directed through the secure, online, third party system called *FreetoBook*. *FreetoBook* collects the details you supply during the booking process – name, home address, contact number, email, any specific requests, and credit or debit card details for your deposit and balance payment. *FreetoBook* complies fully with the GDPR and you can view their privacy policy [here](#).

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 to send you confirmation of the booking and an email with more details on how to find us and other information you may find useful for your stay.
- After your stay you will receive an automatic email from our booking system asking you for feedback and checking that everything was ok with your stay and offering you ways to stay in contact with us by social media or email if you choose to do so.
- 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

All of the personal and debit/credit card data you supply us, as part of the booking process, is stored securely on the *Freetobook* system. Neither we nor *Freetobook* will share your information with any third party unless there is a legal reason for doing so.

Marketing

We would like to stay in touch with you to send information about the B&B, any special offers we may have or local events. We send occasional emails (normally no more than one a quarter) to people on our distribution list. The distribution list is managed by a secure third party, Mailchimp. Mailchimp is fully GDPR compliant. If you would like to receive these newsletters please contact us at tybryn1@gmail.com. You may change your preferences or unsubscribe via Mailchimp at any time. Neither we nor Mailchimp will pass your details onto any third party.

Guest Registration

We are required by law – the Hotels and Immigration Act - 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 the information requested is: name, nationality and vehicle registration
- For non commonwealth guests: name, nationality, passport number, address of next destination, vehicle registration

We will keep these forms safely in a locked filing cabinet. We are required to keep these registration forms for 1 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 tybryn1@gmail.com

Cookies

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity.

You can set your browser not to accept cookies. See www.aboutcookies.org for more information.

Author: Ty Bryn Bed & Breakfast

Version: 1

Date: 25 May 2018