



# Pengenna Manor Privacy Policy

We are committed to protecting and preserving the privacy of our customers when visiting us, visiting our website or communicating (electronically or verbally) with us. Please take a moment to familiarise yourself with our Privacy Policy.

Our Privacy Policy explains when and why we collect personal information about people who visit us and visit our website, how we use it, the conditions under which we may disclose it to others and how we store it.

We confirm that we will keep the information on a secure online server and that we will comply fully with all applicable UK Data Protection legislation and regulations.

Please let us know if you have any questions regarding this policy via email: [enquiries@pengennamanor.co.uk](mailto:enquiries@pengennamanor.co.uk) via post: Pengenna Manor, Trelill, Wadebridge, Cornwall, PL30 3HX, or via phone: 01208 612221.

## **How do we collect information from you? (our customers)**

Our team are aware of the importance of handling data safely and securely and understand the procedures we have in place to ensure this happens. We collect information from you when you make a booking, use our facilities or our services and make an enquiry about our services via our team either in person, over the telephone or email. We collect personal information about your guests to ensure we facilitate their stay with us too.

We collect information from you when you complete an enquiry form, and when you sign up to receive our newsletters via our website. We will ask you to confirm that you are happy to receive communications from us and if you would like to be signed up to our newsletter to receive the latest news and offers from Pengenna Manor.

In running and operating our website, we may collect and process certain data and information relating to you and your use of this site. We collect information relating to website users by using cookies (see details below). We have CCTV installed on the premises in public areas for the purposes of the prevention of crime.

If you connect with us via social media i.e. Facebook or Twitter by 'liking' or 'following' us we may collect information and data such as your name and details you provide to us when entering a social media competition or poll. Our Privacy Policy applies to all social media activity.

## **What type of information is collected from you?**

The data we collect from you may be classed as 'personal data' – information about an individual who can be identified by it. The information we collect about you might include the following:

your name / name of partner or spouse / name of your children  
your address and postcode your email address  
your home telephone number / mobile number  
your demographic information such as interests and preferences your  
date of birth  
your special dietary requirements your  
IP address  
your web browser type and version any information regarding what pages on our  
website are accessed and when

## **The data we may collect:**

If you contact us, we may keep a record of your email and other correspondence. Information that you provide as a result of filling in forms on our website

Information you provide when you complete our Newsletter Sign Up Form.

Information you provide in order to enter a competition or promotion via the website, Information you provide if you complete a survey.

Details of visits to our website and the pages and limited to, traffic data,



location data and other communication data that website. This may also include the resources that on the internet including the domain type, IP information is collected and used for our internal research purposes and to improve our customer service and may be sent to third-party processors for the purposes of data analysis, to improve our marketing efforts and for targeting specific services and products.

If you make a purchase from us via our website, your card information is not held by us, it is collected by our thirdparty payment processors PayPal Inc, who specialise in the secure online capture and processing of credit/debit card transactions. Your privacy is important to us and we confirm that we will never release your personal data to any third party for their mailing or marketing purposes.

resources that are accessed, including but not

may assist us in understanding how visitors use our you access, and information about where you are address and URL that you came from. This

### **How will we use the data about you?**

Legitimate Interests – Personal data may be legally collected under legitimate interests and your personal data will only be used if we consider it fair and balanced to do so and if it is within your reasonable expectations. We will balance your rights and our legitimate interests to ensure that we use your personal data in ways that are not unduly intrusive or unfair.

### **We may use your information:**

to process your booking for accommodation, dining or use of the venue to

process your gift voucher purchases

to provide you with information you have requested from us about our products and services for processing entries into a competition;

to seek your views or comments on the services we provide;

to notify you about any changes to our business or website, including improvements, and service or product changes to send you communications which you have requested and that may be of interest to you. These may include information about stays, events, promotions, offers, job offers, information about the Manor and the surrounding area and replies to requests and bookings enquiries/confirmations

if you consent, to notify you via our sales and marketing channels (email, telephone or post) of products or special offers that may be of interest to you. You can stop these communications at any time by unsubscribing or contacting us via telephone or in writing (please see 'How to opt out' below)

for our internal purposes including internal record keeping, statistical purposes, quality control, website performance and evaluation, improvements to products and services.

### **Who has access to your information?**

In order to comply with the new Data Protection legislation, we follow procedures in the storage and disclosure of information that you have given to us, to prevent unauthorised access, misuse, alteration or loss of information under our control. Our security measure may mean that we will require proof of identity before we are able to disclose information to you. We will not sell or rent your information to third parties. We will not share your information with third parties for marketing purposes.

Third Party Service Providers working on our behalf: We may pass your information to our third-party service providers, agents, subcontractors and other associated organisations for the purposes of completing tasks and providing services to you on our behalf (for example to process payments via PayPal, Gmail for email access, Google Drive for document storage and MailChimp to send you marketing communications). We use a Google Account and Ionos to process our website enquiry emails – Google stores these emails securely on its server, Ionos purely processes them and we retain the details on our server). However, when we use third-party service providers, we disclose only the personal information that is necessary to deliver the service and we ensure their own Privacy Policies are in place that requires them to keep your information secure and not to use it for their own direct marketing purposes. When booking event tickets through Eventbrite you are protected by their terms and conditions and should review their Privacy Policy. When you give us personal information, we take steps to ensure that it's treated securely. Once we receive your information, we make our best effort to ensure its security on our systems. We have secure password-protected databases. When you are using our secure online event booking system, your purchase is processed by a third-party payment processor (PayPal), who specialises in the secure online capture and processing of credit/debit card transactions. When you give us personal information, we take steps to ensure that it's treated securely. Once we receive your information, we make our best effort to ensure its security on our systems. We have secure password-protected databases.

Whilst we take appropriate measures, both technical and organisational, to safeguard your personal data you provide us, we cannot guarantee that transmissions over the internet are totally secure, therefore the transfer of personal data via the internet is entirely at your own risk.

### **The transfer of your information outside of the European Union**

The information which you provide to us may be transferred to countries outside the European Union ("EU"). For example, we use MailChimp (based in USA) as a platform for email marketing. Please find their Privacy Policy here <https://mailchimp.com/legal/privacy/>. These countries may not have similar data protection laws to the UK. By submitting your personal data, you're agreeing to this transfer, storing or processing.

### Retention of information

We will hold your personal information on our purpose for which it was obtained, or as long as Should you wish to unsubscribe from our mailing database to the extent permitted by law.



systems for as long as is necessary to fulfil the is set out in any relevant contract you hold with us. list we may still hold your personal data on our

### How do I opt out?

You have a choice about whether or not you wish to receive information from us. We will not make contact with you unless you have opted in. If then, you no longer want to receive direct marketing communications from us about the Manor and offers, then you can change your preferences or completely unsubscribe in one of two ways:

Click the 'unsubscribe' or 'change preferences' link at the bottom of marketing emails sent to you

Email [enquiries@pengennamanor.co.uk](mailto:enquiries@pengennamanor.co.uk) or phone 01208 612221 and we will process your request within 7 days

We will not contact you for marketing purposes by email, phone or text message unless you have given your prior consent. We will not contact you for marketing purposes by post if you have indicated that you do not wish to be contacted.

### Your Rights

Your 'right to be forgotten' and access. You are legally entitled to access, modify, correct, revoke your consent and delete any data we hold relating to you and that you have the legal right to forbid this data being prevented to any third parties. You have the right to ask for a copy of the information Pengenna Manor holds about you at any time. Please use the contact details below if you would like to receive a copy.

### Use of 'cookies'

Like many other websites, the Pengenna Manor website uses cookies. A cookie is a small file of letters and numbers sent by an organisation which asks permission from your browser to be placed on your hard drive to allow that website to recognise when you visit. We only use this information for statistical analysis purposes. Overall, cookies help us provide you with a better website by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us. They collect statistical data about your browsing actions and patterns and do not identify you as an individual. For example, we use Google Analytics to research user activities on our website in order to enhance its performance and usability. In the course of conducting this research Google places a First Party session 'cookie' on your browser and collects aggregate information to enable us to see what people view on the website and for how long. The use of cookies enables us to improve our website, deliver effective marketing and offer a more personalised service. You can choose to accept or decline cookies. It is possible to switch off cookies by adjusting your browser preferences or using a dedicated browser extension. To find out more about how to manage cookies through your chosen browser go to [www.allaboutcookies.org/manage-cookies/](http://www.allaboutcookies.org/manage-cookies/)

### Links to other websites

This privacy Policy applies solely to information and data collected by us. Our website may contain links to other websites run by other organisations over which we have no control, so we encourage you to read the privacy statements on the other websites you visit. We are not responsible for the privacy policies and practices of other sites even if you access them using links from our website. In addition, if you were referred to our website from a third-party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third-party site and recommend that you check the policy of that third-party site.

# Pengenna Manor

Trelill, Wadebridge, Cornwall, PL30 3HX

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