



Privacy Notice Document

Introduction

This website is owned and run by Grange Farm Leisure Ltd.

We respect your privacy and only use any data provided by you for administrative purposes.

This privacy notice contains information on why we may need to collect personal data and the way in which it may be used.

We encourage you to read this privacy notice carefully and you are free to contact us should you have any questions or concerns about our privacy practices.

Who we are?

Grange Farm Leisure Ltd organise and provide corporate or social events and activities along with weddings in the Summer season.

What information do we collect?

If making an enquiry about booking an event, we correspond mainly via email and we will require names, addresses, email addresses and phone numbers, along with any other information that would prove useful for the booking of an event.

Personal data that is collected is stored within a document saved within a secure drive. Only authorised staff members within our company have access to the secure drive.

As we do not have an online enquiry form, no personal data is entered directly through our website.

How do we use personal information?

Any personal information collected is used solely for the booking and running of events. We may occasionally be required to pass on some information to a third party, but this will be only in order to provide the goods and services as booked by the client and will never occur without expressed permission from the client.

Grange Farm Leisure Ltd do not send out marketing information and will only ever use personal information to make contact regarding an event booked by the client.

Similarly, no data will ever be passed on to a third party for any marketing purposes.

In the rare occurrence of fraud or illegal activity, personal information may need to be provided to the police to meet our legal obligations as a licenced venue.

What legal basis do we have for processing your personal data?

Grange Farm Leisure Ltd use personal data on an individual booking form per event booked. This is purely for our records and as proof of requirements for an event to take place. The

booking form is used as a contract to confirm the event booking and is saved within a secure drive.

The booking form will often pass between Grange Farm Leisure Ltd and the client via email in order to aid correspondence regarding the planning of an event. It is updated regularly and acts as consent from both parties and proof of agreement of the terms for the event.

The booking form will then often be printed and used in the operational running of an event on the day. In this case, the booking form is stored behind a manned bar and is either archived or shredded on completion of the event. An electronic copy of the booking form is archived within the secure drive for up to a maximum of 10 years, for reference purposes only.

How long do we keep your personal data for?

Once an event has taken place, we archive our documents in the secure drive for a maximum of 10 years. This is for administrative and reference purposes only and will never be used to approach a client for marketing purposes in the future.

Once the personal data is no longer required, it is deleted from the secure drive in which it is stored and any paper copies of documents are shredded and disposed of.

Your rights in relation to personal data

Under the GDPR, we respect the right of anyone to access and control the personal data held by Grange Farm Leisure Ltd.

Should you wish your data to be removed from our system prior to an event taking place in the future, we retain the right to postpone or cancel any impending events until sufficient replacement contact details are given.

Following an event taking place, should you wish your data to be removed from our system, we require written notice. On receipt of the written request, any personal data which is held by us will be released to you for confirmation of your request.

Linking to other websites / third party content

We may link to other websites to enhance your experience of our own website.

Please note that we try to make these links as clear as possible so that you are aware that you have left our website. We are not responsible for the content available or information contained within any linked website.

How to contact us?

Should you wish to contact us regarding and questions or concerns about our privacy practices, you can do so by:

Phone: 01780 782 459

Email: Enquiries@grange-farm.co.uk

Post or in Person: Grange Farm, Wittering Grange, Old Oundle Road, Wansford, Peterborough, Cambridgeshire, PE8 6NR