

This Privacy Notice explains how we at Grantlea Guest House use any personal information we collect about you.

What information we collect about you

When you make a booking with us we collect your name, home address, and email address, car reg. and telephone number of the person making the booking. We also collect a debit or credit card number to take the deposit equal to the first night of your stay.

How we use the information we hold on you

We will use your email address to send you confirmation of the booking and how to find us and other information you may find useful for your stay.

We will use your telephone number to contact you if we have been unable to contact you by email.

How is your data is stored

All of the personal and debit/credit card data you supply us, as part of the booking process, is stored securely, and we will not share your information with any third party unless there is a legal reason for doing so.

Guest Registration

We are required by law 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; Name and nationality

For non-commonwealth guests; Name, nationality, passport number, address of next destination

We will keep these forms safely in a locked filing cabinet. We are required to keep these registration forms for a 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 : enquiries@grantlea-guest-house.co.uk