

PRIVACY NOTICE MOUNTRICHARD LTD

1 THIS IS THE PRIVACY NOTICE OF MOUNTRICHARD LTD, a company registered in England & Wales, company no. 4882314, registered office Swallows, Roundwood Lane, HAYWARDS HEATH RH16 1SJ. Where it is appropriate we refer in this document to Mountrichard Ltd as 'we/us'. We/us also may represent and/or include either of or both the directors of the company Geoffrey Ian McLeish and Kathleen Mary McLeish and, where the context requires or allows, Mountrichard Ltd. Any of these three persons alone or with either or both of the other two acts or may act as a data controller or data processor- see Data Protection Act 2018 section 3.

2 HOW AND WHEN WE COLLECT YOUR PERSONAL DATA

We collect your personal data at the point when you first interact with us directly or via firms with whom we advertise. We also collect your personal data when you subsequently update it, or communicate with us.

We collect your data from any or all of the following;

emails or letter correspondence from you and the firms with whom we advertise;
communications to or from us; and/or
conversations with us.

3 WHAT INFORMATION WE COLLECT

We collect the information we need to service your relationship with us. Information we obtain from you directly will include:

Prefix, names and contact address of person approaching us (and if different of person making any booking) about the company's property in France

Email address

Contact phone number(s)

No in party- adult(s)? child(ren)? age(s)?

Dates of proposed booking- from to ; nights price £

Any special requirements

Any interests you might have and wish to mention to us

Notes on how you found us

Notes on how you might reach the property. (Relevant to comment we can offer and possible travel discounts we can tell you about, for which we neither seek nor receive any fee, reward or commission.)

Whether you have visited our website www.loirevilla.co.uk.

Details of any special requirements of which you wish to inform us.

4 SOCIAL MEDIA

We do not use any social media platforms such as Facebook, Instagram, LinkedIn and Twitter.

5 HOW WE USE YOUR PERSONAL INFORMATION

We use the data we collect to provide you with information about the services we offer. Your personal data may be used by (or on behalf of) us for any of the following purposes:

servicing our contract, i.e. the contract between us;

communicating with you by telephone, text, email and/or post (in accordance with, where applicable, your preferences) about our contract;

complying with legal or regulatory obligations or for the establishment, exercise of or defence against legal claims.

We also use the data to evaluate and review the scope, nature and quality of the service we offer.

We retain information about our transactions with you to enable us to meet our legal obligations.

We divulge no information about you to third parties except as explained in para 6 below.

6 HOW AND TO WHOM AND WE DIVULGE INFORMATION ABOUT YOU

a As we must, when we must and to whom we must but only to the extent we must, in accordance with the law; and

b To our cleaning contractor, but only to the extent he needs it to clean and prepare the property for you and your party and to invoice us. This is just your surname (purely to identify the transaction for us and him in a convenient manner), the number in your party and any special requirements relevant to him.

This might be done by word of mouth, telephone, letter or e-mail.

G I McLeish

Director, Company Secretary, Data Controller and Data Processor

Mountrichard Ltd

18th June 2018