



GATTON HALL WEDDINGS

— Exclusively Yours —

PRIVACY NOTICE

Gatton Hall Weddings is committed to protecting your privacy in accordance with current regulations. Before providing your personal details, please read this privacy notice which concerns the protection of your personal data. The following notice details how Gatton Hall Weddings uses and protects the information provided by you through the use of the www.gattonhallweddings.co.uk website and your communications with members of the Gatton Hall Weddings' team.

WHY WE COLLECT YOUR DATA AND HOW WE USE IT

The data controller for Gatton Hall Weddings is Gatton Park Lettings Ltd. It will hold and process any personal information which you provide via www.gattonhallweddings.co.uk and/or by submitting emails and/or online forms for internal business purposes, ensuring effective communication and a personalised service. Your data will be used to and for:

- Internal record keeping.
- Reply and/or follow up with your query.
- Ensure you receive requested information, including but not limited to brochures, quotes and availability details.
- Administer, support, improve and develop the service provided at Gatton Hall Weddings.
- From time to time, Gatton Hall Weddings may also use your information to contact you for market research purposes. You may be contacted by email or have a survey sent to you by post. The information you provide will help to ensure that Gatton Hall Weddings continues to meet customer expectations.

Your data will be shared internally within Gatton Park Lettings Ltd. for information and data processing matters. Unless required to do so by law, we will not otherwise share, sell or distribute any of the information you provide to us with third parties without your consent.

WHAT DATA WE COLLECT AND HOW WE COLLECT IT

The information held by Gatton Park Lettings Ltd. is collected via Gatton Hall Weddings' online enquiry form, email correspondence, and "cookies".

When you visit www.gattonhallweddings.co.uk and make an enquiry via the online form, you are asked to provide certain information about yourself so that members of the Gatton Hall Weddings' team can respond to your query. This information includes:

- Your name
- Your email
- Your phone number
- Details of your wedding
- How you heard about Gatton Hall Weddings

As with most websites, please be aware that www.gattonhallweddings.co.uk uses cookies. A cookie is a small piece of text which attaches to your hard drive (but does not access your hard drive) and from which it can store and sometimes track information. Cookies allow monitoring of website traffic and personalisation of website content. Cookies are used by Gatton Hall Weddings to analyse the usefulness of pages, design and layout of its website. None of this information is linked back to you as an individual. Most browsers will automatically accept a cookie but it is possible to set your browser to notify you prior to it being sent. You may set up your computer to reject cookies.

YOUR PERSONAL DATA

You may request details of personal information which is held about you by Gatton Park Lettings Ltd. Upon written request, Gatton Park Lettings Ltd. will provide you with a copy of your personal information (this may be at a small charge). Proof of identity may be required before data is disclosed – this is to ensure the safeguarding and security of the data held by Gatton Park Lettings Ltd.

You have the right to change and/or revoke your consents. You may also request Gatton Hall Weddings to cease use of your personal data for the purposes described in 'What Data We Collect and How We Collect It', and you may request that your data is erased.

If you have a data related request or query, please write to:
enquiries@gattonhallweddings.co.uk

SECURITY OF YOUR DATA

Gatton Hall Lettings Ltd. takes all reasonable measures to protect your information from data breaches, access by unauthorised persons, unlawful processing, accidental loss, destruction or damage of your data. All data breaches that may risk your rights or freedoms will be reported within 72 hours to the Information Commissioner's Office by Gatton Hall Lettings Ltd's Data Protection Officer.

The Data Protection Officer for Gatton Hall Weddings is Mr G Bendall. You may contact Mr Bendall at the email given above.

Gatton Park Lettings Ltd. will retain your information for a reasonable period or as long as the law requires or permits. Gatton Hall Weddings keeps your data to assist with identifying trends, forecasting demand and ensuring that its services remain relevant to customers.

CHANGES TO NOTICE

Please note that Gatton Park Lettings Ltd. may at any point change its privacy notice. Any changes to the privacy notice will be posted on this website.