

## **General Data Protection Regulation (GDPR)**

### **Privacy Policy**

EuroLantic Leisure Limited trading as Leaf Hotel Dover is committed to protecting and respecting the privacy of our customers, suppliers and staff

This policy sets out the basis on which any personal data we collect from customers and staff, or that is provided from customers, staff and suppliers to us, will be handled in accordance with the principles outlined below

### **About EuroLantic Leisure Limited**

EuroLantic Leisure Limited trading as Leaf Hotel Dover operates a 4 star hotel in Whitfield providing guest accommodation, meeting and wedding facilities, a restaurant, coffee shop and bar

EuroLantic Leisure Limited is, registered in England with company number **26 11 2001**

Registered office address: Singledge Lane, Whitfield, Dover Kent CT16 3 EL

### **Data Control**

EuroLantic Leisure trading as Leaf Hotel Dover processes personal data as defined by the GDPR Regulations and Mr K Rajamenon is the Data Controller

### **Information collected**

In dealing with EuroLantic Leisure trading as Leaf Hotel Dover we are likely to record personal information about our customers, suppliers and staff. Only essential information will be securely save for the purposes of our ongoing relationship and any information not required will be destroyed

If you have consented for us to communicating with you by providing your email address, telephone number, postal address or other information it will be securely stored and you can withdraw that authority at any time..

### **Sharing personal information**

We do not, at any time share your information with third parties unless you have specifically given us permission to share it to a named 3<sup>rd</sup> party.

### **Access information**

You have the right to request access to the information that we have on you. You can do this by contacting us at [gm@leafhoteldover.co.uk](mailto:gm@leafhoteldover.co.uk) We will make sure to provide you with a copy of the data we possess about you in compliance with the General Data Protection Regulations

### **Privacy Policy - amendments**

Any changes we may make to our privacy policy in the future will be posted on our website under terms & conditions