**Astrality Holidays Privacy Policy**

We take your privacy seriously and only use your personal information to provide the products and services you have requested from us. We are the data controller in respect of any personal data we collect about you. This privacy policy sets out how Astrality Holidays uses and protects any information that you give us. Astrality Holidays may change this policy by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 27 January 2022.

**We collect and process your personal information & data in the following ways**: On our website when you make a reservation or when you contact us for an enquiry, we collect the following: Name, Contact information including email address, phone number, postal address and postcode, special access requirements and ages of guests.

**Links to other websites** - Our website contains links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

**What we do with the information we gather:** Internal record keeping for our business accounts against each booking. If you sign up to our contact list, we may periodically send promotional emails containing news, exclusive offers, competitions, or other information which we think you may find interesting using the email address which you have provided.

Once you have visited, we will occasionally send you repeat booking offers. You may unsubscribe from this at any time.

**Security** We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure we safeguard and secure your information by preventing unauthorised access through password protection on computer equipment and securely locking away any paper printouts.

**Opt out** If you chose to opt in to our e-mail marketing list for newsletters and exclusive offers, we use Mailchimp for this purpose. A link at the end of each e-mail allows you to unsubscribe from that service at any time. Please note that it is not possible to ‘opt-out’ of receiving communication from us which relates to your bookings or reservations.

**Non-disclosure to third parties** We may share your data with agencies such as law enforcement or governmental organisations where we are required to make such disclosures by any applicable law. Please be reassured that we will not release your information to third parties for them to use for their own direct marketing purposes.

**Retaining personal information** We retain personal information about you for 7 years in order to fulfil our legal obligations to retain records for tax authorities. Where your information is no longer required, we will ensure it is disposed of in a secure manner. We do not collect sensitive personal data.

**Getting in contact** If you would like to review, access, amend or update your information please contact:- Maureen Frost, 113 Barton Hill Road, Torquay, Devon TQ2 8JA Email: info@astralityholidays.co.uk