### **Privacy Notice**

This website is owned and operated by Shaggy Sheep Ltd

This privacy notice describes how we handle your personal information collected from our websites.

### IP addresses and cookies

This website uses Google to analyse the use of the website. Google generates statistical and other information about website use by means of cookies, which are stored on users' computers. The information generated relating to our websites is used to create reports about the use of the website. Google stores this information. Google's privacy policy is available at: https://policies.google.com/ If you do not want us to use cookies in your browser, you may configure your browser to prevent this.

## How we collect your Personal Information

We will collect your personal information in a number of ways, mainly from what you tell us yourself when completing a booking enquiry on our website, notes from any conversations via telephone calls, emails or social media.

# How we use your Personal Information

Our main aim in gathering your personal information is to provide you with our services.

The type of personal information that we may collect via our website will be contact details such as your name, email address and contact telephone numbers, any other information that you may volunteer by completing and submitting forms on our websites and details of your visits to and usage of our website.

The information we collect about you is used solely for the purposes outlined above. We will only use it for additional purposes if we have received your prior consent to do so.

### Sharing of personal information

In order to provide our services, we share your mobile number with activity partners in order for them to contact you if you are running late, or to advise of any changes on the day of your booking. Your details are not passed on by them to any third parties and are used solely for the reasons outlined here.

# Security of your personal data via the internet

The Internet is not a secure medium of communication and we cannot guarantee the security of any information transmitted via the Internet. However, once received we will take reasonable technical and organisational precautions to prevent the loss, misuse, alteration of, or unauthorised access to your personal data.

### Data Retention

Data is retained for the period necessary in order to fulfil the purposes outlined in this privacy policy. We retain your contact details for 12 months after your visit.

### Your rights

You have the right to access your personal data.

If any personal data held is inaccurate or incomplete you have the right to request rectification.

You also have the right to request removal of your personal data held; where this is no longer necessary for the purpose originally intended; if you have withdrawn consent; if we have no legitimate reason to hold the data.

You have the right to lodge a complaint to the Information Commissioner's Office (ICO) at any time if you object to the way we use your personal information. Further information can be found at <u>http://ico.org.uk/</u>

### Marketing

We will only contact you if you have agreed that we can to tell you about services that we feel you will benefit from or may interest you.

You may unsubscribe to receiving emails or marketing communications at any time by contacting us to update your preferences.

### Contacting us

If you have any questions, wish to exercise any of your rights detailed in this privacy policy or update your marketing preferences please contact us:

By phone : 07919 244549

Email : bookings@shaggysheepwales.com

By Post : Old Commerce House (Admin only), Pontwelly, Llandysul, Carmarthen SA44 4AJ