

Largiemore Estate Privacy Policy

Largiemore Estate Ltd.

The Farmhouse, Largiemore Estate
Otter Ferry, Tighnabruaich,
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+44 (0)1700 821235
largiemore.estate@gmail.com

The type of personal information we collect

We currently collect and process the following information:

- Name
 - Contact details (address, telephone number, email)
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How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- The management of agreements relating to Largiemore Estate Ltd
- Booking of Holiday Lets

We use the information provided to us in order process payments, comply with legal obligations and to provide relevant estate information to chalet owners. We may share this information with our lawyers, our business advisor and our accountants for purposes of the management of estate business. In the case of holiday lets, your data is also stored after you have stayed but will be kept no longer than necessary in order to comply with legal obligations.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- we have a contractual obligation
 - we have a legal obligation
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How we store your information

Your information is securely stored. Any physical copies of agreements are kept in a secure filing cabinet and digital copies are stored securely online and password protected. We will ensure that your data will be:

- used properly and legally
 - collected, held and processed for only specified purposes
 - sufficient and relevant and by no means excessive
 - accurate and kept up to date
 - should not be retained for an excessive period if it is no longer applicable
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Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at Largiemore.estate@gmail.com if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at largiemore.estate@gmail.com

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

ICO website: <https://www.ico.org.uk>