

## **Bentley's Privacy Policy**

This privacy policy sets out how Bentley's uses and protects any personal information that you provide us when you use our website or make an enquiry and/or booking with us by telephone.

We are committed to ensuring that your privacy is protected and hold the privacy of your personal information in the highest regard. Unless required by law, we do not pass any of your personal information to any other party, apart from the bank when taking credit card payments.

Should we ask you to provide certain personal information by which you can be identified when using our website. Or by phone, then you can be assured that it will only be used in accordance with this privacy statement.

### **Information we collect**

We collect your name, address and contact information, including email address when you contact us using our online booking enquiry form or when telephoning to enquire or make a booking.

In addition to the above, when you make a booking by telephone, we record your credit card details for payment of a non-refundable deposit of one night's accommodation.

### **What we use the information for**

The information is only used by us to help provide our service to you. The following are typical examples of what

we use the information for:

- Responding to your questions and comments
- Taking payment via credit card for the non refundable deposit
- Confirming any bookings and providing you with useful information
- Using information to improve our products and services
- Periodically sending promotional emails and new special offers or other information which we think you may find interesting.

### **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.

### **Controlling your personal information**

Should you not wish for us to provide you with direct email marketing, please email us.

You may request details of personal information which we hold about you under the Data Protection Act 1988. A Small fee will be payable.