



Privacy Policy & GDPR Statement

The policy: This privacy policy notice is served by Hospitality Harbour Ltd under the website; www.hospitalityharbour.co.uk
The purpose of this policy is to explain to you how we control, process, handle and protect your personal information through the business and while you browse or use this website. If you do not agree to the following policy you may wish to cease viewing / using this website, and or refrain from submitting your personal data to us.

Policy key definitions:

- "I", "our", "us", or "we" refer to the business, Hospitality Harbour Ltd
- "you", "the user" refer to the person(s) using this website.
- GDPR means General Data Protection Act.
- PECR means Privacy & Electronic Communications Regulation.
- Cookies mean small files stored on a user's computer or device.
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Key principles of GDPR:

Our privacy policy embodies the following key principles; (a) Lawfulness, fairness and transparency, (b) Purpose limitation, (c) Data minimization, (d) Accuracy, (e) Storage limitation, (f) Integrity and confidence, (g) Accountability.

Processing of your personal data

Under the GDPR (General Data Protection Regulation) we control and / or process any personal information about you electronically using the following lawful bases.

- Lawful basis: Consent

Where our purpose for processing is: Course booking and enquiry based purposes and for submission to the relevant awarding body(s)

Which is necessary because: Eligibility, booking, processing and qualification issue as well as continual professional development follow-up.

We process your information in the following ways: Securely held on file as per GDPR, via email securely within the company and onto all relevant awarding body(s) and agency(s) as per course, processing and eligibility requirement.

Data retention period: We will continue to process your information under this basis until you withdraw consent or it is determined your consent no longer exists.

Sharing your information: We do not share your information with third parties. / We do share your personal information with third parties, and they include.

- Lawful basis: Contract

Where our purpose for processing is: Course booking and enquiry based purposes and for submission to the relevant awarding body(s).

Which is necessary because: Eligibility, booking, processing and qualification issue as well as continual professional development follow-up.

We process your information in the following ways: Securely held on file as per GDPR, via email securely within the company and onto all relevant awarding body(s) and agency(s) as per course, processing and eligibility requirement.

Data retention period: We will continue to process your information under this basis until you withdraw consent or it is determined your consent no longer exists.

Sharing your information: We do not share your information with third parties. / We do share your personal information with third parties and they include;

- Lawful basis: Legal obligation

Where our purpose for processing is: Course booking and enquiry based purposes and for submission to the relevant awarding body(s).

Which is necessary because: Eligibility, booking, processing and qualification issue as well as continual professional development follow-up.

We process your information in the following ways: Securely held on file as per GDPR, via email securely within the company and onto all relevant awarding body(s) and agency(s) as per course, processing and eligibility requirement.

Data retention period: We will continue to process your information under this basis until you withdraw consent or it is determined your consent no longer exists.

Sharing your information: We do not share your information with third parties. / We do share your personal information with third parties and they include;

- Lawful basis: Vital interests

Where our purpose for processing is: Course booking and enquiry based purposes and for submission to the relevant awarding body(s).

Which is necessary because: Eligibility, booking, processing and qualification issue as well as continual professional development follow-up.

We process your information in the following ways: Securely held on file as per GDPR, via email securely within the company and onto all relevant awarding body(s) and agency(s) as per course, processing and eligibility requirement.

Data retention period: We will continue to process your information under this basis until you withdraw consent or it is determined your consent no longer exists.

Sharing your information: We do not share your information with third parties. / We do share your personal information with third parties, and they include;

- Lawful basis: Public task

Where our purpose for processing is: Course booking and enquiry based purposes and for submission to the relevant awarding body(s).

Which is necessary because: Eligibility, booking, processing and qualification issue as well as continual professional development follow-up.

We process your information in the following ways: Securely held on file as per GDPR, via email securely within the company and onto all relevant awarding body(s) and agency(s) as per course, processing and eligibility requirement.

Data retention period: We will continue to process your information under this basis until you withdraw consent or it is determined your consent no longer exists.

Sharing your information: We do not share your information with third parties. / We do share your personal information with third parties, and they include;

- Lawful basis: Legitimate interests

Where our purpose for processing is: Course booking and enquiry-based purposes and for submission to the relevant awarding body(s).

Which is necessary because: Eligibility, booking, processing and qualification issue as well as continual professional development follow-up.

We process your information in the following ways: Securely held on file as per GDPR, via email

securely within the company and onto all relevant awarding body(s) and agency(s) as per course, processing and eligibility requirement.

Data retention period: We will continue to process your information under this basis until you withdraw consent or it is determined your consent no longer exists.

Sharing your information: We do not share your information with third parties. / We do share your personal information with third parties, and they include;

- Lawful basis: Special category data

Where our purpose for processing is: Course booking and enquiry based purposes and for submission to the relevant awarding body(s).

Which is necessary because: Eligibility, booking, processing and qualification issue as well as continual professional development follow-up.

We process your information in the following ways: Securely held on file as per GDPR, via email securely within the company and onto all relevant awarding body(s) and agency(s) as per course, processing and eligibility requirement.

Data retention period: We will continue to process your information under this basis until you withdraw consent or it is determined your consent no longer exists.

Sharing your information: We do not share your information with third parties. / We do share your personal information with third parties, and they include;

- Lawful basis: Criminal offence data

Where our purpose for processing is: Course booking and enquiry based purposes and for submission to the relevant awarding body(s).

Which is necessary because: Eligibility, booking, processing and qualification issue as well as continual professional development follow-up.

We process your information in the following ways: Securely held on file as per GDPR, via email securely within the company and onto all relevant awarding body(s) and agency(s) as per course, processing and eligibility requirement.

Data retention period: We will continue to process your information under this basis until you withdraw consent or it is determined your consent no longer exists.

Sharing your information: We do not share your information with third parties. / We do share your personal information with third parties and they include; .

If, as determined by us, the lawful basis upon which we process your personal information changes, we will notify you about the change and any new lawful basis to be used if required. We shall stop processing your personal information if the lawful basis used is no longer relevant.

Your individual rights

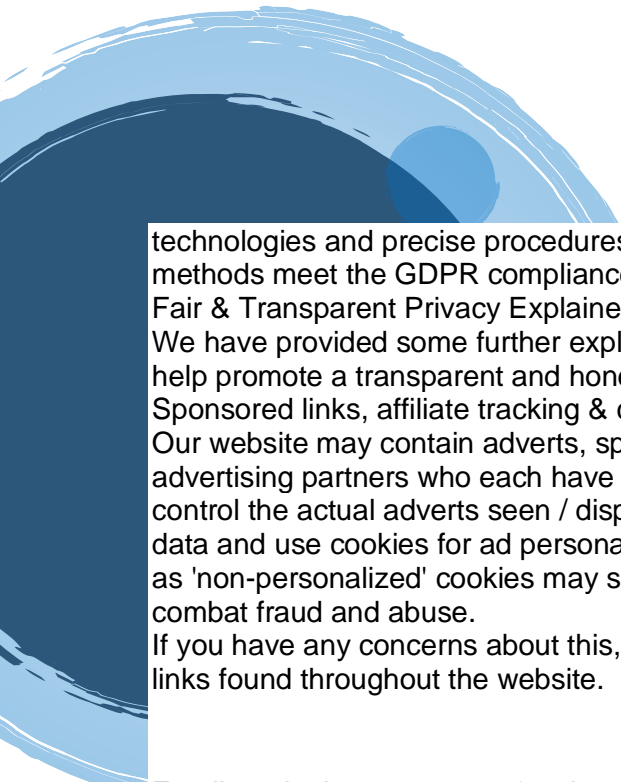
Under the GDPR your rights are as follows;

- the right to be informed;
- the right of access;
- the right to rectification;
- the right to reassure;
- the right to restrict processing;
- the right to data portability;
- the right to object; and
- the right not to be subject to automated decision-making including profiling.

We handle subject access requests in accordance with the GDPR.

Data security and protection

We ensure the security of any personal information we hold by using secure data storage



technologies and precise procedures in how we store, access and manage that information. Our methods meet the GDPR compliance requirement.

Fair & Transparent Privacy Explained

We have provided some further explanations about user privacy and the way we use this website to help promote a transparent and honest user privacy methodology.

Sponsored links, affiliate tracking & commissions

Our website may contain adverts, sponsored and affiliate links on some pages. We only use trusted advertising partners who each have high standards of user privacy and security. However, we do not control the actual adverts seen / displayed by our advertising partners. Our ad partners may collect data and use cookies for ad personalization and measurement. Where ad preferences are requested as 'non-personalized' cookies may still be used for frequency capping, aggregated ad reporting and to combat fraud and abuse.

If you have any concerns about this, we suggest you do not click on any adverts, sponsored or affiliate links found throughout the website.

Email marketing messages & subscription

Under the GDPR we use the consent lawful basis for anyone subscribing to our newsletter or marketing mailing list. We only collect certain data about you, as detailed in the "Processing of your personal data" above. Any email marketing messages we send are done so through an EMS, email marketing service provider. An EMS is a third-party service provider of software / applications that allows marketers to send out email marketing campaigns to a list of users.

Email marketing messages that we send may contain tracking beacons / tracked clickable links or similar server technologies in order to track subscriber activity within email marketing messages.

Where used, such marketing messages may record a range of data such as; times, dates, I.P addresses, opens, clicks, forwards, geographic and demographic data. Such data, within its limitations will show the activity each subscriber made for that email campaign.

Any email marketing messages we send are in accordance with the GDPR and the PECR. We provide you with an easy method to withdraw your consent (unsubscribe) or manage your preferences / the information we hold about you at any time.

Published 15th April 2020 By Edward Hayward Director of Hospitality Harbour Ltd

Reviewed: 2nd February 2021 By Edward Hayward Director

Next Review Date: 1st October 2021

