

## **General Data Protection Regulation (GDPR)**

- **Privacy Policy**

Clifton Hotel Limited trading as Clifton Hotel is committed to protecting and respecting the privacy of our customers, suppliers and staff

This policy sets out the basis on which any personal data we collect from customers and staff, or that is provided from customers, staff and suppliers to us, will be handled in accordance with the principles outlined below

- **About Clifton Hotel Limited**

Clifton Hotel Limited trading as Ramada Dover operates a 4 star hotel in Folkestone providing guest accommodation, meeting and wedding facilities, a restaurant, coffee shop and bar

Clifton Hotel Limited is, registered in England.

Registered office address Best Western Clifton Hotel Folkestone, Clifton Gardens, The Leas, Folkestone, Kent, CT20 2EB

- **Data Control**

Clifton Hotel Limited trading as Clifton Hotel processes personal data as defined by the GDPR Regulations and Mr K Rajamenon is the Data Controller

- **Information collected**

In dealing with Clifton Hotel Limited trading as Clifton Hotel we are likely to record personal information about our customers, supplies and staff. Only essential information will be securely save for the purposes of our ongoing relationship and any information not required will be destroyed

If you have consented for us to communicating with you by providing your email address, telephone number, postal address or other information it will be securely stored and you can withdraw that authority at any time..

- **.Sharing personal information**

We do not, at any time share your information with third parties unless you have specifically given us permission to share it to a named 3<sup>rd</sup> party.

- **Access information**

You have the right to request access to the information that we have on you. You can do this by contacting us at [gm@thecriftonhotel.com](mailto:gm@thecriftonhotel.com). We will make sure to provide you with a copy of the data we possess about you in compliance with the General Data Protection Regulations

- **Privacy Policy - amendments**

Any changes we may make to our privacy policy in the future will be posted on our website under terms & conditions