## TRAVELAND (WALES) LTD.

Company Registration no. 1848162

# **Privacy Policy**

You have probably heard about the new General Data Protection Regulations (GDPR) that come/came into effect from the 25<sup>th</sup> May 2018, where we are required by law to gain your consent to hold Personal Data on our Database.

### What Data Do We Hold?

If you have subscribed to our Newsletter through our Website but have yet to purchase anything through us, we only hold the Data that you gave on Subscription i.e. First and Last Names, Address, Telephone Number and Email Address. If you have booked a cruise with us then we will hold the comprehensive information you gave us at the time of booking thereby enabling us to complete the required administration associated with the said process.

#### How Do We Use Your Data?

Where you have purchased a cruise, the appropriate information will be passed onto the responsible Principal to allow registration of your booking. We send you our Newsletter that features News and Information on what the Company is doing, what cruises we have on offer and useful information that we consider you may find of interest to yourself. We limit our Newsletters as appropriate. We never sell your Data onto anyone. We only pass your Data onto the Cruise Principal involved, our email provider Mailchimp, Traveland Transport Contractors (when appropriate), Eavesway Coach Travel (when appropriate), Royal Mail (Traveland Mailings only), Neopost (production of Traveland Mailing Envelopes).

#### Where Is Your Data Stored?

Your Data is stored electronically on our Web Server. It is uploaded, when required to our Email Server Mailchimp, Royal Mail (Traveland Mailings only), and Neopost (production of Traveland Mailing Envelopes). If you have booked a cruise through us you will also have a paper file that is kept secure in our offices at Porthcawl thereby allowing us to retain copies of documents you may need in the future. We do not keep these files any longer than seven years after which they are completely destroyed through Confidential Waste Process.

### Who Is Responsible For Your Data?

Under the regulations each company is required to appoint a Data Controller who is responsible for ensuring that Data is secure and up to date. The Data

Controller for Traveland (Wales) Limited is Mrs Jennifer Dixon, who can be contacted on 01656 788722.

Should you wish to remove your personal data at any time, this can be completed by contacting our Data Controller Mrs Jennifer Dixon at Traveland (Wales) Ltd, Gwendoline House, Lias Road, Porthcawl CF36 3AH. Tel 01656 788722. Email jennifer@traveland.co.uk

JD/17/05/2018