

WWW.SHARON'SHOMESTAYS.CO.UK PRIVACY POLICY

www.sharon'shomestays.co.uk (the "Site") is under the ownership and management of Sharon Gauld. Sharon Gauld is responsible for data control. Contact him at:

Sharonshomestays@outlook.com

07765151669

3 Bledington Grounds, Stow road, Bledington. Chipping Norton. OX76XL

Type of website: E-commerce

Effective date: 01/08/2025

Purpose

The purpose of this Privacy Policy (the "Privacy Policy") is to provide users with information regarding:

- a. The personal data collected.
- b. Use of the data collected.
- c. Who is authorised to access the data collected.
- d. The Site user's rights.

This Privacy Policy applies in addition to the Site's terms and conditions.

GDPR

Users in the European Union must know we adhere to the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016, known as the General Data Protection Regulation (the "GDPR"). For users in the United Kingdom, we adhere to the GDPR as enshrined in the Data Protection Act 2018.

Following Article 37 of the GDPR, we do not meet the criteria for appointing a Data Protection Officer since we do not fall within the categories of controllers and processors.

Consent

By using our Site, you consent to:

- a. The conditions established in this Privacy Policy.

If you provided consent for us to process your personal data, you may revoke that consent at any time. Such revocation does not have a retroactive effect and will not affect the lawfulness of processing carried out before the withdrawal of consent.

You can withdraw your consent by: Unsubscribing .

Legal Basis for Processing

Following Article 6 of the GDPR, we exclusively process personal data of EU users when we have a lawful basis.

The legal grounds on which we base our collection and processing of personal data from EU users are as follows:

- a. Users consent to the processing of their data for one or more specific purposes.

Who Receives Your Data

Employees

We may disclose user data to any member of our organisation who needs it for their work.

Additional Disclosures

Your data will not be sold or shared, except in the following cases:

- a. If it is required by law.
- b. If any legal proceeding requires it.
- c. To prove or protect our legal rights.
- d. To buyers or potential buyers of this company if we want to sell the company.

We are not responsible for and cannot control their privacy policies and practices if you follow hyperlinks from our Site to another Site.

Data Retention Policy

User data will be stored until the intended use of the data has been completed.

If your data is kept for a longer period, you will be notified.

Data Protection Policy

Your privacy matters to us. We use secure systems to keep your information safe at all times.

- Any data you provide is handled responsibly and protected using trusted security practices.
- We never share your personal information without your permission and we take every step to keep it secure..

While we take all reasonable precautions to ensure that user data is safe and secure, there is always a risk of damage. The Internet as a whole may be insecure at times and therefore we cannot guarantee the security of user data beyond what is reasonably practical.

User Rights

Your rights under the GDPR are:

- a. Right to be informed.
- b. Right of access.
- c. Right to rectification.
- d. Right to erasure.
- e. Right to restrict processing.
- f. Right to data portability.
- g. Right to object.

Children

We are committed to protecting children's privacy and we do not knowingly collect or use personal data from children under 16 years of age. In case we did it, we will delete it as soon as possible. If a child under 16 years of age has provided us with personal data their parent or guardian may contact our privacy officer.

Data Access, Modification, Deletion, and Challenge

If you would like to learn about our data collection and usage practices, or to exercise your rights under the GDPR, please contact our privacy officer:

Sharon Gauld

Sharonshomestays@outlook.co.uk

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Modifications

This Privacy Policy will be updated occasionally to comply with the law and to reflect any changes to our data collection process and we will update the "Effective Date" at the top of this Privacy Policy. We recommend periodically reviewing our Privacy Policy to ensure you are notified of any updates. If necessary, we may notify users by email about changes to this Privacy Policy.

Complaints

For complaints about how we process your personal data, please contact us through the methods listed in the Contact Information section so that we can resolve the issue when possible. If you believe that we have not addressed your concern satisfactorily, you have the right to file a complaint directly to a supervisory authority by contacting The information commissioners office. .

Contact Information

For any questions, concerns or complaints, contact our privacy officer, Sharon Gauld, at:

Sharonshomestays@outlook.co.uk

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Website Privacy Policy: instructions for use

Once you've completed your Website Privacy Policy, follow these steps to ensure it's implemented correctly.



Review the document

Ensure that all sections of the privacy policy are filled out correctly and reflect your actual data processing activities. The policy should cover all aspects, such as:

- Data collection methods
- Types of data collected
- Purposes for data processing
- Data retention periods
- User rights

Clarity is crucial to ensure users **understand how their data is handled**. Look for typographical errors, ambiguous language, or any sections that may not be clear.



Legal compliance check

Check that the policy complies with UK law:

- **UK Data Protection Act 2018:** Confirm that the policy aligns with the provisions of the Data Protection Act 2018, which is the UK's implementation of the GDPR.
- **GDPR requirements:** Ensure the policy covers all GDPR requirements, including the lawful basis for processing data, the rights of data subjects, and the procedures for data breaches.
- **Legal consultation:** Consider consulting with a legal professional specialising in data protection to review your privacy policy. This can help identify any areas of non-compliance and ensure your policy meets legal standards.



Make the policy easily accessible

Make sure that users can easily find your Website Privacy Policy:

- **Homepage link:** Place a link to the privacy policy on your website's homepage. It should be visible and easily accessible without requiring multiple clicks.
- **Data collection points:** Ensure the policy is linked from all pages where personal data is collected, such as registration forms, contact forms, and checkout pages. This ensures users can review the policy before submitting their information.
- **Footer and navigation:** Include the privacy policy link in the website footer and navigation menus for easy access from any page.



Train your staff

Conduct training sessions for all employees, particularly those handling personal data, to ensure they **understand the privacy policy and their responsibilities** in maintaining data privacy.

Website Privacy Policy: instructions for use

Provide **regular updates and refresher training** to keep staff informed about any changes in data protection laws or internal policies.

Update regularly

Establish a **regular schedule for reviewing** the privacy policy, such as annually or bi-annually.

Update the policy whenever there are **significant changes in your data processing practices**, new legal requirements, or after a data breach. Ensure that these updates are promptly made to keep the policy current.

Communicate changes

Notify users about any changes to the privacy policy via email, especially if the changes are significant. The notification should **clearly outline what has changed and why**.

Use **banners, pop-ups, or announcement bars** on your website to inform visitors about the updated privacy policy. Ensure the announcement is prominent and remains visible for a sufficient period.

Maintain documentation

Keep **detailed records of all data processing activities**, including the types of data processed, purposes, legal bases, and retention periods.

Document your compliance efforts, such as staff training records, data protection impact assessments (DPIAs), and breach incident reports. This documentation is **essential for demonstrating compliance** during audits or investigations.

By following these steps, you can guarantee that your website's privacy policy is not only compliant with UK regulations, but also effectively communicated and implemented to protect your users' personal data.

Related documents

Here are some documents that may be of interest to you if you're setting up a website:

- Terms and Conditions
- Business Plan
- Health and Safety Policy

These documents can be found on Lawdistrict, and are available to download.

Please note that the information provided above is not intended as legal advice. We are not a law firm and cannot provide legal advice or representation. The instructions provided are for general informational purposes only. If you have any doubts or concerns about the use or validity of the Rental Application, we strongly recommend seeking the guidance of a licensed solicitor who can provide legal advice tailored to your specific circumstances and jurisdiction.