
PRIVACY NOTICE (TIER 4)

Document Control

Reference: GDPR REC 4.1

Issue No: 1

Issue Date: 23/05/18

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Stody Estate Limited Privacy Policy

This privacy notice tells you how we, Stody Estate Limited, will collect and use your personal data. We may collect personal identification information from you in a variety of ways, including, but not limited to, information you provide to us when you:

- Subscribe to our Stody Lodge Gardens newsletter, fill out a form, enter a contest
- Volunteer your information to us in writing
- Or in connection with other activities, services, features or resources we make available on our website or through our business activities

Stody Estate Ltd is required to retain information in accordance with the law, such as information needed for income tax and audit purposes. In order for us to share news from Stody Estate Ltd we need to collect names and email addresses of interested parties for correspondence purposes.

We are committed to ensuring that the information we collect and use is appropriate for this purpose, and does not constitute an invasion of your privacy.

We may pass your personal data on to third-party service providers contracted to Stody Estate Limited in the course of dealing with you. Any third parties that we may share your data with are obliged to keep your details securely, and to use them only to fulfil the service they provide you on our behalf. When they no longer need your data to fulfil this service, they will dispose of the details in line with Stody Estate Ltd's procedures. If we wish to pass your sensitive personal data onto a third party we will only do so once we have obtained your consent, unless we are legally required to do otherwise.

Stody Estate Ltd will process collect, store and use the information you provide in a manner compatible with the EU's General Data Protection Regulation (GDPR). We will endeavour to keep your information accurate and up to date, and not keep it for longer than is necessary. Stody Estate Ltd is required to retain information in accordance with the law, such as information needed for income tax and audit purposes. How long certain kinds of personal data should be kept may also be governed by specific business-sector requirements and agreed practices. Personal data may be held in addition to these periods depending on individual business needs.

Our aim is not to be intrusive, and we undertake not to ask irrelevant or unnecessary questions. Moreover, the information you provide will be subject to rigorous measures and procedures to minimise the risk of unauthorised access or disclosure.

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Stody Estate Ltd at your request, can confirm what information we hold about you and how it is processed. If Stody Estate Ltd does hold personal data about you, you can request the following information:

- Identity and the contact details of the person or organisation that has determined how and why to process your data. In some cases, this will be a representative in the EU.
- Contact details of the data protection officer, where applicable.
- The purpose of the processing as well as the legal basis for processing.
- If the processing is based on the legitimate interests of Stody Estate Ltd or a third party, information about those interests.
- The categories of personal data collected, stored and processed.
- Recipient(s) or categories of recipients that the data is/will be disclosed to.
- If we intend to transfer the personal data to a third country or international organisation, information about how we ensure this is done securely. The EU has approved sending personal data to some countries because they meet a minimum standard of data protection. In other cases, we will ensure there are specific measures in place to secure your information.
- How long the data will be stored.
- Details of your rights to correct, erase, restrict or object to such processing.
- Information about your right to withdraw consent at any time.
- How to lodge a complaint with the supervisory authority.
- Whether the provision of personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether you are obliged to provide the personal data and the possible consequences of failing to provide such data.
- The source of personal data if it wasn't collected directly from you.
- Any details and information of automated decision making, such as profiling, and any meaningful information about the logic involved, as well as the significance and expected consequences of such processing.

Stody Estate Ltd accepts the following forms of ID when information on your personal data is requested: Passport, driving licence, birth certificate, utility bill (from last 3 months)

Contact details of the Data Protection Officer / GDPR Owner:

	Data Protection Officer
Contact Name:	Charlie MacNicol
Address line 1:	Stody Estate Ltd
Address line 2:	Melton Constable
Address line 3:	Norfolk NR24 2ER
Contact details:	enquiries@stodyestate.co.uk 01263 860572