

## **Privacy Information**

The Hotel Company (The Hampton by Hilton Stockton-on-Tees) is a registered data controller and as such collect and use information in accordance with Data Protection legislation.

This Privacy Notice outlines what you can expect from The Hotel Company when processing information in accordance with the Data Protection Legislation.

### **Your information and how will it be used?**

Information collected will be processed lawfully and in accordance with the Data Protection Act and UK General Data Protection Regulations. Information is used to deliver service.

### **Who will use your information?**

Where there is a legal basis to do so information may be shared with other organisations as part of service delivery or because we are legally required to do so, for example with Companies House, HMRC and for the prevention and detection of crime.

The information held by the Hotel Company is used by Stockton-on-Tees Borough Council who may also, on occasion receive and process information from the company contracted to manage the Hotel and its employees, Interstate. This will only be processed as required for service delivery or where legally / contractually required to do so.

### **What personal information do we hold about you?**

In the course of service delivery information including but not limited to name, address, date of birth, contact details, photographic identification including Special Category data, may be processed.

### **How long we will keep personal information?**

Information will be held in accordance with legislative retention and destruction periods.

### **Access to information and correction**

Under the Data Protection Act individuals have the right to request the following in relation to the personal information held. Subject to some legal exceptions, individuals have a right:

- to have any inaccuracies corrected;
- to have your personal data erased;
- to place a restriction on our processing of your data;
- to object to processing; and
- to request your data to be ported (data portability).

To exercise any of the rights outlined above or if you have any other queries in relation to personal information that is not covered in this notice please contact Jill Douglas, The Hotel Company Secretary at [j.douglas@stocktonhotelscompany.co.uk](mailto:j.douglas@stocktonhotelscompany.co.uk)

### **Keeping your personal information secure**

Appropriate security measures are in place to prevent personal information from being accidentally lost, used or accessed in an unauthorised way. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

Procedures are in place to manage any suspected data breach. Individuals and any applicable regulator, would be notified of a data security breach, where legally required to do so.

**How to contact us**

If something goes wrong with your personal information or if you have any questions about how it is used, please contact please contact Jill Douglas, Company Secretary at [j.douglas@stocktonhotelscompany.co.uk](mailto:j.douglas@stocktonhotelscompany.co.uk)

If you remain unhappy about the way which your personal information has been handled and wish to complain, you can contact the Information Commissioner's Office.

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

**Telephone:** 0303 123 1113 (local rate) or 01625 545 745

**Fax:** 01625 524 510