

# MHCreations/Blythweb Data Protection Policy for Provisional Property Bookings

**April 2018**

## **Information We Record**

When a member of the public ("You") completes the Provisional Booking form for any of our clients' property, MHCreations/Blythweb generates three (3) copies of the completed details; one copy is an email sent to the Property Owner, the second copy is a duplicate email sent to your provided email address and a third uneditable copy is stored on our secured database. This (third copy) information ("The Information") is kept for record keeping purposes only and is only available to the Property Owner.

We also retain completely anonymous visitor data via Google Analytics for the purposes of tracking visitor counts and statistical feedback on visitor behaviours. This can be turned off via settings within your Internet Browser.

## **Access to Information**

The Information is kept in an uneditable format and is simply a copy of the email generated and sent to the Property Owner upon completion of the Provisional Booking form by You.

MHCreations/Blythweb have no control over emails once they've been sent from our server. We can only retain control of the database stored copy of the email data.

## **Information Correction & Deletion**

The Information held by MHCreations/Blythweb about your provisional booking can not be edited but can be deleted. The Information may be deleted by the Property Owner at any time at their discretion.

If you wish for MHCreations/Blythweb to delete The Information relating to any Provisional Booking enquiry you have made, please contact [data-protection@mhcreations.co.uk](mailto:data-protection@mhcreations.co.uk) outlining the date of enquiry, the Holiday Property (or Property Owner) the enquiry was made with and the contact details on the enquiry such as the email address given for correspondence. MHCreations/Blythweb will then endeavour to remove this record for you.

## **Information Storage and Sharing**

Your information is never sold on to any third party. Your information is stored securely within the UK and is never digitally distributed in any form by MHCreations/Blythweb aside from being passed on by email to the Property Owner and an email copied back to yourself for your records.

## **Mailing Lists**

Your details are never put on any mailing list nor are you given any further tracking or contact from MHCreations/Blythweb as a result of any Provisional Booking enquiry.

## **Consent**

MHCreations/Blythweb collects the optional information required for placing a Provisional Booking for necessary Processing for the legitimate activities of the Property Owner in establishing a business relationship with yourselves as an interested potential customer. By giving your consent you allow this as being the entirety of the permitted uses of the information you choose to share.