

# Privacy Policy

**Effective Date:** 15 May 2025

## 1. Introduction

Great Bardfield Pavilion (“we”, “our”, or “us”) is committed to protecting your privacy. This Privacy Policy explains how we collect, use, and safeguard your personal information when you use our website: [greatbardfieldpavilion.com](http://greatbardfieldpavilion.com).

## 2. What Information We Collect

When you interact with our website (e.g. submit a contact or reservation form), we may collect the following information:

- Your name
- Email address
- Telephone number
- Reservation details (date, time, message)

We do not collect sensitive personal data or financial information.

## 3. How We Use Your Information

We use your information solely to:

- Respond to your enquiries
- Manage pavilion bookings or reservations
- Maintain a record of usage for administrative purposes

We do **not** share your data with third parties unless legally required.

## 4. Cookies and Analytics

This website uses basic cookies to enhance your browsing experience. We do **not** use Google Analytics or any third-party tracking services at this time.

## **5. Data Storage and Security**

Your information is stored securely and accessed only by authorised personnel. We take reasonable precautions to protect it from loss, misuse, or unauthorised access.

## **6. Your Rights**

Under UK GDPR and the Data Protection Act 2018, you have the right to:

- Access the personal data we hold about you
- Request correction of inaccurate information
- Request deletion of your personal data
- Withdraw consent (if applicable)

To exercise these rights, please contact us at:

**[info@greatbardfieldpavilion.com](mailto:info@greatbardfieldpavilion.com)**

## **7. Data Retention**

We will retain your data only for as long as necessary to fulfil the purpose for which it was collected, typically no more than 12 months for contact/reservation data.

## **8. Links to Other Websites**

Our website may contain links to other websites. We are not responsible for their content or privacy practices.

## **9. Changes to This Policy**

We may update this Privacy Policy from time to time. Any changes will be posted on this page.

## **10. Contact Us**

If you have any questions about this Privacy Policy or your data, please contact:

**Pavilion Caretaker**

Great Bardfield Pavilion

**[info@greatbardfieldpavilion.com](mailto:info@greatbardfieldpavilion.com)**