

Data Processing Notice & Privacy Information

This notice explains how Dudley House collects, uses, and protects the personal data you provide through this form. Your privacy is very important to us.

1. Data Controller Contact Information

The data controller responsible for the processing of your data is:

- **Company Name:** Dudley House
- **Contact Email:** dudleyventnorhouse@gmail.com
- **Website:** www.dudleyhouseeventnor.co.uk

2. Data Collected via This Form

We collect the following types of personal data when you submit this form:

Category of Data	Specific Data Points (As per your form)
Contact Data	Name, Nationality and if applicable, passport details and next destination
Preferences/ Choices	Your answers to the multiple-choice questions
System Data	Date and time of submission

3. Purpose and Legal Basis for Processing

We process your data for the following specific purposes and rely on the corresponding legal basis:

Purpose of Processing	Legal Basis
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Service Inquiry	To respond to your direct request and communicate with you (Legitimate Interest / Performance of a Contract)
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Compliance	To comply with the Immigration (Hotels Records) Order 1972
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Form Management	To administer and improve our website and forms (Legitimate Interest)
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4. Data Usage

Your data will be used solely for the purpose(s) stated above. Specifically:

- Your **Contact Data** will be used to reply to your inquiry.

We **do not** use automated decision-making or profiling based on the information you provide in this form.

5. Data Sharing

We use Wix to host and manage this form, meaning your data is stored securely on Wix's platform. We may share your data with the following third parties *only* when necessary to achieve the stated purposes:

- **Internal Teams:** Relevant staff members
- **CRM/Email Providers:** Third-party services used to manage communication
- **Legal Requirements:** If required by law, court order, or governmental regulation.

6. Data Retention

We will retain your personal data only for as long as necessary to fulfill the purposes for which we collected it, including for the purposes of satisfying any legal, accounting, or reporting requirements.

- **Inquiry Data:** Generally retained for 1 to 2 years after the last interaction, unless it converts into an active customer relationship.

7. Your Data Protection Rights

You have the right to request:

- **Access:** To request a copy of the personal data we hold about you.
- **Rectification:** To correct data that is inaccurate or incomplete.
- **Erasure (The Right to be Forgotten):** To request the deletion of your personal data, subject to certain legal obligations.
- **Restriction of Processing:** To request that we limit the way we use your data.
- **Objection to Processing:** To object to our processing of your personal data (e.g., for direct marketing).
- **Data Portability:** To receive your personal data in a structured, commonly used, and machine-readable format.

To exercise any of these rights, please contact us using the contact details provided in Section 1.