

PRIVACY NOTICE

DATA CONTROLLER:

The Chambers Worldwide LLP, Riverside West, Whitehall Road, Leeds, LS1 4AW.

Serviced Apartment Provider for The Chambers 30 Park Place and The Chambers Riverside West.

DATA PROTECTION OFFICER:

Karoline Newby

Tel 0113 3863300 email karoline@morethanjustabed.com

Why does the company process personal data?

The company needs to process personal data to complete the relevant requirements to provide serviced apartments.

How we use your personal information:

Your information will be held by The Chambers Worldwide LLP, as your serviced apartment provider.

This privacy notice is to let you know how we as a company look after and use your personal information. This includes what you tell us about yourself, what we learn by having you as a client and the way we share your personal details.

We promise:

To keep your data safe and private

Not to sell your data onto any third parties.

Not use your personal data for internal or external marketing purposes.

How is your personal information used?

Administrative purposes.

What details do we hold?

Name

Address

Telephone number

Email address

Passport / drivers licence

How long do we keep your details?

We keep all details for 7 years, after this time they will be destroyed.

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The control you have:

You can request to receive a copy of your personal information at any time. Amendments can also be made at any time. You have the "right to be forgotten" you can request that your details are removed from our data base once your stay has ended. Up to that point we do need to hold your data for legal reasons, so your co-operation is extremely important. You can contact us regarding these issues by the following methods. Telephone 0113 3863300 Email reservations@morethanjustabed.com

Who has access to your personal data:

Employees of The Chambers Worldwide LLP acting of behalf of The Chambers 30 Park Place and The Chambers Riverside West.