

## Privacy Policy

It is important to us that your personal data is processed in a responsible manner with regard to your privacy and that you can get information about what data we collect about you and how it is stored.

### Collection of personal data

- When booking a hotel room
- When booking conferences
- When making a reservation in our restaurant

### What information do we store?

#### When booking a hotel room

1. Name
2. Phone number
3. Email
4. Any special requests

#### When booking conferences

1. Company
2. Contact person
3. Address
4. Billing information
5. Special requests for times, programs etc

#### When making a reservation at our restaurant

1. Name and phone number
2. Any allergies and other requests

### How long is the data stored?

Data is stored in our hotel booking system, Jupiter, where we delete Guest information at recurring intervals. Guests who have not stayed with us for three years are automatically cleared away.

Notes from restaurant bookings are saved in the manual booking binder. Information here is hand written and is not in any data register.