

GDPR Policy for **Marine Hotel Ballycastle**

1. Introduction: At Marine Hotel Ballycastle, we are committed to protecting the privacy and security of our guests' personal information. This GDPR Policy outlines how we collect, use, disclose, and protect personal data in accordance with the General Data Protection Regulation (GDPR) and other applicable data protection laws.
2. Data Collection:
 - We collect personal data from our guests when they make reservations, check-in, use our services, or interact with our website or mobile applications.
 - Personal data may include but is not limited to: names, contact information, payment details, passport or ID information, and preferences.
3. Data Usage:
 - We use personal data to provide and improve our services, personalize guest experiences, process reservations and payments, communicate with guests, and comply with legal obligations.
 - Personal data may also be used for marketing purposes with the explicit consent of the guests.
4. Data Disclosure:
 - We may disclose personal data to third-party service providers, such as payment processors, IT service providers, and marketing agencies, only for purposes outlined in this policy.
 - Personal data may also be disclosed in response to legal requests or to comply with applicable laws and regulations.
5. Data Security:
 - We implement appropriate technical and organizational measures to protect personal data against unauthorized access, disclosure, alteration, or destruction.
 - Access to personal data is restricted to authorized personnel who need to know the information for legitimate business purposes.
6. Data Retention:
 - We retain personal data only for as long as necessary to fulfill the purposes for which it was collected, including legal, accounting, and reporting requirements.
 - When personal data is no longer needed, we securely delete or anonymize it.
7. Data Subject Rights:
 - Guests have the right to access, rectify, or delete their personal data, as well as the right to restrict or object to its processing.
 - Requests to exercise these rights can be made to our Data Protection Officer (DPO) using the contact details provided below.
8. International Data Transfers:
 - If personal data is transferred to countries outside the European Economic Area (EEA), we ensure adequate safeguards are in place to protect the data, such as standard contractual clauses or approved certification mechanisms.
9. Children's Privacy:
 - Our services are not directed at children under the age of 16, and we do not knowingly collect personal data from individuals under this age without parental consent.
10. Policy Updates:
 - We may update this GDPR Policy from time to time to reflect changes in our practices or legal requirements. Any updates will be posted on our website, and we encourage guests to review this policy periodically.
11. Contact Information:
 - For questions or concerns regarding this GDPR Policy or our data practices, please contact our Data Protection Officer by emailing gm@marinehotelballycastle.com

By using our services, guests acknowledge that they have read and understood this GDPR Policy and consent to the collection, use, and disclosure of their personal data as described herein.