

Long Leg Tours Limited Privacy Policy

Our contact details Name: Long Leg Tours Limited

Phone Number:07989593822

E-mail: info@longlegtours@co.uk

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics:
- Name
- Address and contact details
- Payment details
- Emails
- Date of birth
- Nationality
- Images and video for publicity
- Website user statistics

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- An enquiry is made about a particular tour or event
- A booking is made to join a tour or an event

We also receive personal information indirectly, from the following sources in the following scenarios:

• Long Leg Tours Ltd social media platforms

We use the information that you have given us in order to promote our services.

We may share this information only where relevant and applicable with hotels and transport providers.



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Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- Your consent. You are able to remove your consent at any time. You can do this by contacting info@longlegtours@co.uk
- We have a contractual obligation.

How we store your personal information Your information is securely stored.

We keep the types of personal data described above for processing bookings for Long Leg Tours Ltd events for two years. We will then dispose your information by deleting your data.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at <u>info@longlegtours.co.uk</u> if you wish to make a request.



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How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at info@longlegtours.co.uk

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF

Helpline number: 0303 123 1113

ICO website: <u>https://www.ico.org.uk</u>



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