# **Privacy Policy**

#### Who we are

At Chichester Bedrooms, we are committed to maintaining the trust and confidence of our visitors to our website and service users. In particular, we want you to know that Chichester Bedrooms is not in the business of selling, renting or trading email lists with other companies and businesses for marketing purposes. But just in case you don't believe us, in this Privacy Policy, we've provided lots of detailed information on when and why we collect your personal information, how we use it, the limited conditions under which we may disclose it to others and how we keep it secure.

# **Types of Data We Collect**

#### Website Cookies

A cookie is a file containing an identifier (a string of letters and numbers) that is sent by a web server to a web browser and is stored by the browser. The identifier is then sent back to the server each time the browser requests a page from the server.

Cookies may be either "persistent" cookies or "session" cookies: a persistent cookie will be stored by a web browser and will remain valid until its set expiry date, unless deleted by the user before the expiry date; a session cookie, on the other hand, will expire at the end of the user session, when the web browser is closed.

Cookies do not typically contain any information that personally identifies a user, but personal information that we store about you may be linked to the information stored in and obtained from cookies.

# Cookies that we use

We use cookies for the following purposes:

(a) Status – we use cookies to help us to determine if you are logged into our website;

(b) Personalisation – we use cookies to store information about your preferences and to personalise the website for you;

(c) Security – we use cookies as an element of the security measures used to protect user accounts, including preventing fraudulent use of login credentials, and to protect our website and services generally;

(d) Analysis – we use cookies to help us to analyse the use and performance of our website and services;

# Cookies used by our service providers

Our service providers use cookies and those cookies may be stored on your computer when you visit our website.

We use Google Analytics to analyse the use of our website. Google Analytics gathers information about website use by means of cookies. The information gathered relating to our website is used to create reports about the use of our website. Google's privacy policy is available at: <u>https://www.google.com/policies/privacy/</u>.

# Managing cookies

Most browsers allow you to refuse to accept cookies and to delete cookies. The methods for doing so vary from browser to browser, and from version to version. You can however obtain up-to-date information about blocking and deleting cookies via these links:

(a) https://support.google.com/chrome/answer/95647?hl=en (Chrome);

(b) https://support.mozilla.org/en-US/kb/enable-and-disable-cookies-website-preferences (Firefox);

(c) http://www.opera.com/help/tutorials/security/cookies/ (Opera);

(d) https://support.microsoft.com/en-gb/help/17442/windows-internet-explorer-delete-manage-cookies (Internet Explorer);

- (e) https://support.apple.com/kb/PH21411 (Safari); and
- (f) https://privacy.microsoft.com/en-us/windows-10-microsoft-edge-and-privacy (Edge).

Blocking all cookies will have a negative impact upon the usability of many websites. If you block cookies, you will not be able to use all the features on our website.

# **Our details**

This website is owned by Chichester Bedrooms. We are registered in [England and Wales] under registration number **10073638**, and our registered office is at Chichester Bedrooms, 3rd Floor, 207 Regent Street, London, England, W1B 3HH.

You can contact us:

- (a) using our website contact form;
- (b) by telephone, on the contact number published on our website from time to time; or
- (c) by email, using the email address published on our website from time to time.

# Data protection officer

Our data protection officer's contact details are Jo Warder Email: sales@chichesterbedrooms.co.uk

# Access to your personal information

You are entitled to view, amend, or delete the personal information that we hold. Email your request to our data protection officer Jo Warder at sales@chichesterbedrooms.co.uk

# Changes to this Privacy Notice

Changes to this Privacy Policy can be made from time to time and we will update it on our website. Last edited 15th June 2018