

Data Protection

The Council will treat all personal data it holds in relation to Caravan Park and Campsite customers and visitors in accordance with the Data Protection Act (DPA) (2018) and General Data Protection Regulation (GDPR) (2018).

Privacy Notice

Purpose:

The Council's purpose for processing your personal data is to facilitate your booking and for crime prevention and safety reasons during your stay at, or whilst, visiting the park.

Legal basis for processing:

The legal basis we rely on to process personal data for bookings at the park is article 6(1)(b) of the GDPR, which allows us to process personal data when this is necessary for the performance of a contract.

The legal basis we rely on to process personal data captured on CCTV cameras is article 6(1)(f) which allows us to process personal data when this is necessary for our legitimate business purposes or in connection with legal proceedings (i.e. the establishment, exercise or defence of legal claims).

What we need:

We need the Customer to complete a booking form. We'll also take payment information including account details where applicable.

CCTV cameras are in operation in communal and non-sensitive areas and monitor the park for crime prevention and safety purposes.

Why we need it:

We need booking details and contact information to cater to your booking requirements.

CCTV has been installed to ensure the safety of our customers and staff, and to protect the premises from wilful damage and improper use.

What we do with it:

We will issue you with written confirmation of the booking.

CCTV footage will be reviewed only if there is an event of concern and in accordance with the DPA and GDPR.

How long we keep it:

We will only retain your personal information for as long as necessary to facilitate your stay or to process an application, subsequently it will be destroyed in accordance with our Retention and Disposal Schedule.

Council's Finance Department will hold your name and the amount paid only for a 6 year period following the end of the current season in accordance with our HMRC statutory obligations.

All CCTV data is captured and stored for 30 days only and then automatically erased from the system in accordance with our Retention and Disposal Schedule. All data is stored during this period on a secure server located within the Kilbroney Park Office. In the event of the footage containing an event which is of concern then the footage will be retained until the issue is resolved, subsequently it will be destroyed in accordance with our Retention and Disposal Schedule.

What are your rights:

- You have the right to request access to the personal data that we hold about you.
- You have the right to ask for your personal data to be rectified, or to restrict the way in which we process it.
- You have the right to data portability where technically feasible.
- You have the right to object to our processing of your personal data. There are legitimate reasons why we may refuse your objection, which depend on why we are processing it.
- You have the right to ask us to erase your personal information in certain circumstances.
- You have the right to complain to the Information Commissioners Officer if you are unhappy with the way in which we have processed your personal data.

If you wish to make a Subject Access Request or if you have queries about access to your information please contact the Data Protection Officer for Newry, Mourne and Down District Council via info@nmandd.org or 0300 013 2233.

Do we use any data processor:

We use CampStead Limited products as outlined below:

CampManager campsite management software processes all bookings made for Kilbroney Park. For more information on how CampManager process the personal data it collects see their privacy policy at www.campmanager.com/Privacy-Policy/ CampStead.com Reviews provide Council with customer feedback to help us better understand our customers' needs and to improve the services that we offer. Campstead.com may contact you to carry out a review of your stay at Kilbroney Park. If you do not wish to complete a review Campstead.com will not use your details for any other purpose and do not store your details.

To view Newry, Mourne and Down District Council's Privacy Policy in full please see Council's website on <http://www.newrymournedown.org/privacypolicy>.

We look forward to welcoming you at Kilbroney Caravan Park.