

## **Privacy Policy**

This privacy policy sets out how Global Commercial Properties uses and protects any information that you give Global Commercial Properties when you use this website. Global Commercial Properties is committed to ensuring that your privacy is protected.

Global Commercial Properties may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 1<sup>st</sup> June 2008.

### **Paying by Credit / Debit card**

All payments made by credit or debit card are through our "PayPal" system. A formal receipt will be issued and sent with the confirmation letter. All credit/debit card details are destroyed once the security deposit has been refunded. This will be within one week of guests departing the property and returning to their home destination. Again, a formal receipt will be issued when the refund is made to you.

### **What we collect**

We may collect the following information:

- name and address details
- contact information including email address

### **What we do with the information we gather:**

We require this information for the following reasons:

- Internal record keeping.
- We may periodically send a promotional email about special offers or other information which we think you may find interesting using the email address which you have provided.

### **Security**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

### **How we use cookies**

We do not use cookies.

### **Controlling your personal information**

We will not sell, distribute or lease your personal information to third parties at any time.

You may request details of personal information which we hold about you under the Data Protection Act 1998. If you would like a copy of the information held on you please write to Global Commercial Properties, 76 Shelley Road East, Bournemouth, Dorset, BH23 5ND.