# 1. Privacy Policy

## **Privacy Policy**

Last updated: 12/11/2025

Burningfold Manor ("we", "our", "us") respects your privacy and is committed to protecting your personal information. This policy explains how we collect, use, and protect your data when you visit our website or contact us.

#### 1. Information We Collect

We may collect the following information when you:

- Complete an enquiry form on our website.
- Contact us by email or phone.
- Visit our website (via cookies and analytics).

The information may include your name, email address, phone number, and any details you provide about your event.

#### 2. How We Use Your Information

We use your information to:

- Respond to your enquiries and manage bookings.
- Send information you've requested (e.g. brochures or availability).
- Improve our website and marketing through anonymous analytics.

We do **not** sell or rent your personal data to third parties.

# 3. Data Storage & Security

Your data is stored securely and only accessed by authorised team members. We use reputable UK or EU-based service providers for website hosting and email, all of which comply with GDPR.

# 4. Sharing Your Data

We may share limited information with trusted service providers (such as email hosting or website maintenance) strictly for business purposes. They are not permitted to use your data for any other reason.

### 5. How Long We Keep Your Data

We retain enquiry information for up to 24 months, or longer if you become a client.

### 6. Your Rights

You have the right to:

- Request a copy of your personal data.
- Ask us to correct or delete your data.
- Withdraw consent at any time.

To exercise these rights, contact us at info@burningfold.com.

### 7. Contact Us

For questions about this policy or your data, contact:

**Burningfold Manor, Dunsfold, Surrey GU8 4PF** 

Email: info@burningfold.com

You can accept, decline, or remove cookies using your browser settings.

Most browsers allow you to block cookies or be notified before they're placed.

For more information, visit www.allaboutcookies.org.