



## Data Destruction Policy Bethsaida B&B

### 1) Premises and particulars

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| Name of Business | Gwely ac Brechwast Bethsaida Bed and Breakfast (BBB) |
| Address          | Bethsaida, High Street, St Dogmaels, Pembs           |
| Postcode         | SA43 3EQ   |
| Telephone Number | 01239 615479/07888 709789                            |

### 1. Purpose

This document informs you of our policy regarding the destruction of personal data we hold, collection via online bookings, registration forms, email, social media (for example Facebook and Twitter), by telephone and face-to-face.

### 2. Data we hold

#### Paper Records

We hold paper registration forms showing the names, address, nationality, passport and next destination details (where known) of all guests arriving at Bethsaida B&B.

- Held for 12 months in line with Immigration (Hotel Records) Order 1972 for accommodation providers.

#### Digital Records

We maintain a register of names, email addresses and/or telephone number of customers of Bethsaida B&B who have agreed to be kept informed of news, promotions, offers or experiences relating to Bethsaida B&B.

- Held indefinitely. You may request to be removed from this list at any time by contacting [info@bethsaida.wales](mailto:info@bethsaida.wales).

We hold invoices relating to bookings, which display details of the booking contact.

- Held for a minimum of 6 years from the end of the accounting period that they relate.

If you contact us by social media, any information that you share will be stored in line with the messenger policies.

If you contact us by email, your email may be kept for a minimum period of 12 months from the end of the accounting period it relates to.

### 3. Destruction of data

#### Paper Records

Any personal data held on site is kept in a locked storage unit until it is destroyed.

Paper records are destroyed by shredding by the Manager or their nominated officer of Bethsaida B&B.

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|----------------|-------------|
| Date of Policy | 11 May 2018 |
| Date of Review | 31 May 2019 |

When the manager retires or resigns any paper records relating to their role that need to be marinated are transferred to the new officer.

### **Digital Records**

Digital records are stored on password protected computer systems and any records containing personal data are not shared.

When digital records are no longer required they must be permanently deleted.

When the manager retires or resigns any digital records relating to their role that need to be marinated are transferred to the new officer. Access to computer systems is withdrawn.

## **4. Changes to this Data Destruction Policy**

We reserve the right to update or change our Data Destruction Policy at any time. The most recent version of this policy will be posted on [www.bethsaida.wales](http://www.bethsaida.wales) and you should therefore periodically review the listed policy to ensure that you are happy with any changes. Your continued use of our services after we post any modifications to the Data Destruction Policy on this page will constitute your acknowledgment of the modifications and your consent to abide and be bound by the modified Data Destruction Policy.

## **5. Data Destruction Policy Review**

The contents of this policy are reviewed annually to ensure that is fit for purpose.

## **6. Contact Us**

If you have any questions about this Data Protectio Policy, please contact us.

Email: info@bethsaida.wales

Tel: +44 1239 615479

Address: Bethsaida, High Street, St Dogmaels, SA43 3EQ

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