## **PRIVACY NOTICE**



Visit Caerphilly is committed to maintaining the trust and contidence of visitors and tourism business contacts. Visit Caerphilly does not and will not pass on/sell email or data lists to third party organisations for marketing purposes.

When we receive personal data from a visitor or potential visitor, it will only be used for the purpose stated when the personal data was submitted to us. If visitors or potential visitors give permission to be contacted by Visit Caerphilly (by subscribing to the Visit Caerphilly database) with relevant tourism information, contact will be via email only.

A third party provider, MailChimp is used to deliver our promotional emails. We gather statistics around email opening and clicks using industry standard technologies to help us monitor and improve our promotions. *You can unsubscribe at any time, by clicking the unsubscribe link at the top or bottom of any of the emails sent via the system.* 

# **PRIVACY POLICY**

# What we collect

When subscribing to Visit Caerphilly's tourism database we will record the below information:

- Full name
- Email address

When requesting a Caerphilly Visitor Guide from <u>www.visitcaerphilly.com</u> we will record the below information, once a visitor guide has been sent, personal data will not be recorded and used again unless the visitor or potential visitor has agreed to subscribe to the Visit Caerphilly tourism database.

- Full name
- Home address
- Postcode
- Telephone number
- Email address

Contractually, data is required to be lawfully kept for 7 years.

# How we keep your data secure

Personal data is recorded in a secure database within the Visit Caerphilly website and is only accessed by staff at Visit Caerphilly. Data is then transferred and saved on a secure network at Caerphilly County Borough Council. Personal data is only kept if the visitor or potential visitor has subscribed to the Visit Caerphilly tourism database.

# What we do with the information we gather

- We may use the information to improve our services/understand visitor behaviour.
- We may send promotional emails about events, special offers or other information which we think you may find interesting using the email address which you have provided.
- From time to time, we may also use your information to contact you for market research purposes via email.