

## Privacy Policy

**Butterfly Guest House** is committed to protecting and respecting your privacy and to comply with applicable data protection and privacy laws. This Privacy Policy ("Policy") helps you understand what kind of information we collect in connection with our products and services, how we process such information, and with whom the information is shared. Throughout this Policy the term "personal data" means information relating to an identifiable individual (i.e. information that identifies you). **Butterfly Guest House** refers to "we", "us" or "our".

This Policy applies to personal data collected in connection with products and services offered by **Butterfly Guest House**, whether through direct interactions in person, over the telephone, or on our websites ("our site") or from other interactions with us where a link or other references incorporated to this Policy is made. For example, in connection with other websites where ). **Butterfly Guest House** products and services are offered. By using this website and/or by submitting personal data to ). **Butterfly Guest House** via any other means, you express your agreement to the processing of your personal data in the manner provided in this Policy. If you do not agree with this Policy, please do not use this website or provide ). **Butterfly Guest House** with your personal data.

You may choose to give us personal data directly in a variety of situations. For example, you may want to give us your name and contact information to communicate with you, to process your booking, or to do business with us, if you are a supplier or a business partner. You may also provide your credit card details to buy something from us, or may share a description of your education and work experience in connection with a job opening at ). **Butterfly Guest House** for which you wish to be considered. If you tell us that you do not want us to use your information to make further contact with you beyond fulfilling your request, we will respect your wishes.

We may also collect information relating to your use of our sites through the use of various technologies. You do not have to tell us who you are, and this data is non-identifiable information normally collected as a standard part of your use of our services. For example, when you visit our sites, we may log certain information that your browser sends us, such as your internet protocol (IP) address, browser type and language, access time, and referring website addresses. We may also collect information about the pages you view within our sites and other actions you take while visiting us. In addition, we may also use such technologies to determine whether you've opened an e-mail or clicked on a link contained in an e-mail. Collecting information in this manner allows us to collect statistics about our websites usage and effectiveness, and personalise your experience while you are on our websites, as well as tailor our interactions with you.

If you request something from ). **Butterfly Guest House**, for example, booking information, a call back, or specific marketing materials, we will use the information you provide to fulfil your request. We may use information we collect about you to provide you with a personalised experience on our site, such as providing you with content in which you may be interested and making navigation on our sites easier.

Certain transactions may involve you calling us or us calling you. Please be aware that it is ). **Butterfly Guest House** general practice to monitor, and in some cases, record such interactions for staff training or quality assurance purposes, or to retain evidence of a particular transaction or interaction. **Butterfly Guest House** does not sell, lease, or otherwise disclose your personal data to third parties. We may share your personal data if we have your consent to do so.

We may be obligated by law to disclose your personal data to certain authorities or other third parties. For example, to the police or other government agencies. We may also disclose and otherwise process your personal data in accordance with applicable law to defend **Butterfly Guest House** legitimate interests. For example, in civil or criminal proceedings.

**Butterfly Guest House** is committed to protecting the security of your personal data and information collected from you. We use a variety of technical, administrative and organisational security measures to help protect your data from unauthorised access, use or disclosure. Such measures include, where appropriate, the use of firewalls, secure server facilities, encryption, implementing proper access rights management systems and processes, careful selection of processors and other technically reasonable measures to provide appropriate protection for your personal data against unauthorised access or disclosure. Where appropriate, we may also take backup copies and use other such measures to prevent accidental damage or destruction to your personal data. If a particular part of **Butterfly Guest House** website supports online transactions, we will use an industry standard security measure, such as the one available through "Secure Sockets Layer" ("SSL"), to protect the confidentiality and security of online transactions.

**Butterfly Guest House** websites may contain links to non- **Butterfly Guest House** websites, including links to other companies' websites and other third party services. All these websites will have privacy policies of their own. We recommend that you read the privacy policies relating to such websites. **Butterfly Guest House** is not responsible for the privacy practices or the content of these other websites. Web cookies can enhance your online experience by saving your preferences while you are visiting a particular part of the site. You have a choice with respect to cookies. By modifying your internet browser preferences, you have the ability to accept all cookies, to be notified when a cookie is set, or to reject all cookies.

You have the right to know what personal data we hold about you and the right to review, amend or delete any incomplete, incorrect or outdated personal data, by contacting us through the web site or by phone. We take reasonable steps to keep the personal data we possess accurate and up to date and to delete out of date or otherwise incorrect or unnecessary data. However, you are responsible for providing **Butterfly Guest House** with accurate and complete personal data, and for contacting us if correction of such data is required.

**Butterfly Guest House** is the controller of your personal data. If you have a question about this Policy, or **Butterfly Guest House** handling of your personal data, you can contact the Data Controller.

**Butterfly Guest House** may from time to time change this Policy or change, modify or withdraw access to this site at any time with or without notice.