#### 1. OUR CONTRACT WITH YOU

For the use of this document:

Bargoed Farm Caravan and Camping Park will be herein referred to as "Bargoed Farm".

The booking holder will be herein referred to as "The Guest" or "you".

- 1.1 These are the terms and conditions which apply when you book to stay at Bargoed Farm.
- 1.2 Please ensure that you read these terms and conditions carefully, and check that the details of your booking are complete and accurate, before you submit your booking. If you think that you have made a mistake after you have submitted your booking, please contact us ASAP to discuss.
- 1.3 By submitting your booking and paying your deposit, you agree that your stay at Bargoed Farm is subject to these terms and conditions.
- 1.4 No booking shall be deemed to have been accepted by Bargoed Farm unless and until the booking has been accepted in writing by Bargoed Farm, which will take the form of an email confirmation of the booking.
- 1.5 Bargoed Farm reserves the right to revise these terms and conditions from time to time in order to comply with changes in any relevant laws or regulatory requirements.

#### 2. SITE RULES

2.1 All guests agree to adhere to the following site rules:

**Noise levels** – Please keep music, TVs and all noise at a reasonable level at all times and to an absolute minimum between 10.00pm and 8am.

**All units, awnings and tents on hard-standings** - All units, awnings and tents must be erected only on the hardstanding gravelled area.

**Arrival and departure times** – Hardstanding pitches are reserved from 12pm on day of arrival until 10.30am on day of departure. The pitch must be vacated by this time and new arrivals must not be before 12pm. Latest check in time: 5pm Monday to Thursday and Saturday, 8pm on Fridays, and 4pm on Sunday. For Hot Tub pitches, the check in time is from 1pm.

**Early departures** - If you choose to leave Bargoed Farm before your booked departure date for whatever reason, no refunds or transfers will be given for the remaining days of your booking.

Hot tub pitches - Hot tubs may only be used by the people who are booked onto the pitch (a maximum of 6 people). The hot tub deposit is taken at the time of checking in and must be redeemed on the day of departure. Very rarely, if a hot tub needs to be cleaned out of schedule, it may not be at full temperature upon your arrival. We do our best to ensure this never happens, but if it does and the hot tub is unable to be used during that evening, you will be refunded the price difference between a hot tub and a standard pitch for that one night.

**Group bookings** - Group or block bookings are accepted solely at the discretion of the owners. Whilst we may accept a block booking, we do not book shared pitches (i.e. 2 units on one pitch). Group bookings cannot be taken online, please call or email to book two or more pitches. **PLEASE NOTE:**the lead booker is responsible for the entirety of the booking in respect of these terms and conditions.

**Online food delivery** – we do not permit, under any circumstances, online food delivery vans at Bargoed Farm. Please support our local economy and buy from our many local shops.

**Dogs welcome** - Well behaved dogs are very welcome at Bargoed Farm but must be always kept on a lead. We cannot accept dogs who are likely to cause a nuisance to other guests for example, dogs who bark excessively or are aggressive, or owners who do not clear up after their dogs. Maximum of 3 well behaved dogs per touring pitch.

**Barbeques/fire pits** - are permitted, using charcoal or gas, provided they do not cause annoyance to other guests and must be kept well clear of the grass and placed on the hardstanding ONLY. They must be placed well away from any tents, awnings, units or cars. We do not permit campfires.

#### 3. PRICE AND PAYMENT

- 3.1 Subject to any terms agreed in writing between Bargoed Farm and you, our charges for all stays shall be calculated at our current rates from time to time.
- 3.2 All charges include VAT.
- 3.3 A 50% deposit of the total amount for touring pitches is required to secure the booking. Final balance is due 21 days before your stay. Payment can be made by using a debit card or credit card.
- 3.4 Bargoed Farm reserves the right to change its prices at any time. Though any change in price will not affect any stays which have already been booked and paid for in full at the time that the change in price becomes effective.
- 4. CANCELLATIONS, TRANSFERS AND REFUNDS
- 4.1 You shall be entitled to cancel your booking at any time. You will have a 24-hour window from the point of booking where you will be entitled to a full refund (\*Additional reference 4.2). Any cancellations occurring after this 24-hour period up to 21 days before your stay will only be offered to transfer the deposit paid to another date, within 12 months of the booking date. No refunds will be issued.
- 4.2 \*If you book within 24 hours of the booking date and time, you will not be entitled to a refund and will not be able move your booking or receive a credit note for the amount paid.
- 4.3 Bargoed Farm shall be entitled to cancel your booking at any time. In the event that Bargoed Farm decides to cancel your booking it shall use its reasonable endeavours to notify you as soon as possible. You shall be entitled to a full refund in the event of cancellation under this clause, but no other compensation shall be payable.
- 4.4 Payments made by debit or credit card will be refunded to the same card.

- 4.5 No refunds will be given for transactions made by gift vouchers. Bookings may be transferred in adherence with point 4.1 as set out in this document.
- 4.6 Where multiple forms of payment are used, we reserve the right to refund any monies due by debit or credit card.

#### 5. OUR LIABILITY TO YOU

- 5.1 Bargoed Farm, its employees, directors and agents are not liable to you, your dependents or legal representatives for any claim for any indirect or consequential loss or damage, including without limitation personal injury or financial loss or damage, whether such liability arises in breach of contract, tort (including negligence), statute or statutory duty save that nothing is intended to nor shall limit the liability of Bargoed Farm in respect of death or personal injury caused by the negligence of Bargoed Farm or of its employees, agents or contractors or affect the statutory rights of any person dealing as a consumer.
- 5.2 Bargoed Farm will not be held responsible for the loss or damage of or to any of your property or personal belongings during your visit to the venue or arising from the booking of or participation in a stay with us. Personal possessions are brought onto the site entirely at the owners' own risk.
- 5.3 Parking facilities are available at the site and any vehicles, and their contents are left at the owners' risk and are subject to any conditions and the payment of any fees as may be required by the provider of such facilities at the site location.
- 5.4 Except as otherwise stated, any liability of Bargoed Farm shall be limited to the refund of any charges paid to Bargoed Farm.
- 5.5 To the maximum extent permitted by law, Bargoed Farm, its employees, directors and agents are not liable for any injury, loss or damage (including damage to property or personal belongings) directly or indirectly arising out of or in connection with the use of any arcade or other games machine owned or supplied by a third party.

#### 6. EVENTS OUTSIDE OUR CONTROL

- 6.1 Bargoed Farm shall not be liable or responsible for any failure to perform, or delay in performance of, any of Bargoed Farm's obligations under these terms and conditions that is caused by any act or event beyond which is beyond our reasonable control.
- 6.2 If an event outside of Bargoed Farm's control takes place that affects the performance of our obligations under these terms and conditions, you will be contacted as soon as reasonably possible and the Bargoed Farm's obligations under these terms and conditions shall be suspended for the duration of the event.
- 6.3 If an event outside of Bargoed Farm's control occurs before the commencement of your booking which means that we are unable to provide your booking as stated in your Booking Confirmation, then the booking is refundable by means of an offer to transfer to another date and time or a credit note for the value of the booking which can only be redeemed at the same venue the original booking was made.

6.4 In the event that it proves necessary to close Bargoed Farm or cancel any bookings for reasons beyond the control of the Bargoed Farm and in circumstances where your party is already staying on site, you shall not be entitled to any refund (in part or in whole). In such circumstances Bargoed Farm may, but shall not be obliged to, offer alternative dates or times at reduced rates.

6.5 Bargoed Farm cannot accept responsibility or liability for any alterations, cancellation or any other loss or damage caused by circumstances beyond our control. To include but not limited to; war, civil strife, terrorist action, industrial disputes, fire, sickness, bad weather, epidemics, pandemics, acts of any government or public authority, changes imposed by rescheduling of airlines or any other event outside our control. As such we strongly advise that insurance is taken out to cover yourself for this and no refund will be issued by us should an occurrence of this nature happen.

## 7 HOW TO CONTACT US

7.1 If you have any questions or if you have any complaints, please contact the Bargoed Farm Team directly. Contact details can be found on our website.

## **8 OTHER IMPORTANT TERMS**

- 8.1 We may transfer our rights and obligations under these terms and conditions to another organisation and we will always notify you in writing if this happens, but this will not affect your rights or our obligations under these terms and conditions.
- 8.2 Nothing in these terms and conditions shall confer on any third party who is not a Bargoed Farm employee/affiliate any benefit or right to enforce any of these terms and conditions.
- 8.3 Each of the paragraphs of these terms and conditions operates separately. If any court or relevant authority decides that any of them are unlawful, the remaining paragraphs will remain in full force and effect.
- 8.4 If we fail to insist that you perform any of your obligations under these terms and condition, or if We do not enforce Our rights against you, or if We delay in doing so, that will not mean that we have waived Our rights against you and will not mean that you do not have to comply with those obligations. If We do waive a default by you, we will only do so in writing, and that will not mean that We will automatically waive any later default by you.
- 8.5 These terms and conditions are governed by and construed in accordance with the laws of England and Wales. Any dispute you have which relates to these terms and conditions (whether it be contractual or non-contractual), will be subject to the exclusive jurisdiction of the courts of England and Wales.

# **Privacy policy**

Bargoed Farm is committed to protecting the rights of users in relation to personal information and confirm that all personal information submitted by the User via the Site will be processed in accordance with the principles of the General Data Protection Act 2018. Any links to Third Party Sites provided on this Website are not covered by our Privacy Policy and when visiting such Third-Party Sites, the User should check the privacy statements of each site that they visit.

For the purposes of GDPR; Bargoed Farm confirms that the proprietor of the Site is GJ Thomas, Bargoed Farm, Llwyncelyn, Aberaeron, Ceredigion, SA46 OHL.

Users should note that any personal information which is displayed on the site, such as within our client testimonials, blog posts or projects sections is done so with the consent of the individual. This information is accessible to third party visitors of the site who may independently lift that information for their own marketing purposes. Bargoed Farm has no control over, and accepts no liability in respect, of such access. Should an individual whose information is displayed within the content of the site wish for their information to be removed, we request that you contact us directly and we will aim to remove or update information in a timely manner.

We do not store any personal data from our website other than the data collected through our cookies (see cookie statement for further details). Should you contact us via our listed contact details, an operative will take your details in order process your enquiry. Once you have made an enquiry to us your data may be stored for up to 6 years.

## Communication

Users are encouraged to contact us via the options listed under the 'contact us' page on the Website where the User is given the option to contact us either by telephone (+44 (0)1545 580 947) or by email to <a href="mailto:info@bargoedfarm.co.uk">info@bargoedfarm.co.uk</a>. Bargoed Farm will retain any contact details or information pertaining to the user's enquiry for a maximum period of 6 years following the conclusion of our engagement with the User.

For ease of use and compatibility Bargoed Farm will not encrypt emails, unless the User expressly requests for this and should provide suitable provision to enable this.

## **Changes**

Bargoed Farm reserves the right to modify, add to or change these Terms of Use, the Privacy Policy, and any other policies at any time without notice. Any such modifications, additions or changes will be effective immediately on being posted to the Site. Continued use of the Site after a modification, addition or change has been made is the User's acceptance of the modification, addition or change.

# **Copyright Agreement**

The information displayed on this website is either the property of Bargoed Farm or the property of a consenting third party. None of the information on this site is to be replicated or used with prior consent of the owner.

## **Governing Law**

These Terms of Use will be governed by the law of, and the parties hereby submit to the exclusive jurisdiction of the courts of, England and Wales.

## **GENERAL DATA PROTECTION REGULATIONS**

Bargoed Farm

# **Obtaining & Processing of Personal Data**

As part of Bargoed Farm's booking process, we will have lawful grounds or 'legitimate interest' for acquiring and processing of individual's personal data in order undertake the services requested. Examples of the data stored by us may include, but is not limited to:

- Full names
- Addresses
- Email Addresses
- Telephone

This information will be processed by Bargoed Farm in order to carry out the services as agreed at Point of Sale.

#### Marketing

Bargoed Farm will only use personal data for marketing purposes with the consent of the individual. This consent will be in writing and will be made prior to the publishing of any marketing. As part of our standard terms and conditions of appointment, our clients will be requested to opt-in for us to the use of their project for marketing purposes.

Bargoed Farm do not undertake any form of direct marketing and do not store personal data for the purpose of distributed media such as newsletters, mail shots etc.

#### **Sharing Data**

Bargoed Farm will not share personal details with any third party.

## **Storing Data**

Our customer data is stored in two different ways within our office management systems: Server based & Cloud Based.

#### **Server Based Data**

Some customer details are stored on our internal servers and are retained for a minimum of 6 years until our legal basis for their retention is no longer in place at which point, any personal data will be stripped from the files with only the intellectual property owned by Bargoed Farm retained.

#### **Cloud Based Data**

We operate cloud-based storage for emailing operated by Gmail. All emails sent and received by the practice are stored in our secure public folders archive for a minimum of 6 years as are the email addresses of our contacts. Customer details are also stored securely by our third-party booking system provider.

# **Data Access Requests**

Bargoed Farm will act on data access requests without undue delay and at the latest within one month of receipt. We recommend that any Data Access Requests be made in writing, either by post or by email. All Data Access Requests will be logged on our system to track when they were submitted and responded to and you are requested to attend our offices in person with proof of ID to receive a full copy of the data cache.

# Right to be forgotten

Under Article 17 of the GDPR individuals have the right to have personal data erased. This is also known as the 'right to be forgotten'. The right is not absolute and only applies in certain circumstances (refer to <a href="https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-to-erasure/">https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-to-erasure/</a> for full list of circumstances). Bargoed Farm will endeavour wherever possible to act upon requests as regards Article 17 without undue delay and at the latest within one month of receipt. We will also endeavour to contact any third-party

organisations who may have shared any personal data with whilst carrying out our services for that individual.

#### **Data Breach Protocol**

A personal data breach means a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data. This includes breaches that are the result of both accidental and deliberate causes.

In the event of a data breach which is likely to result in a high risk to the rights and freedoms of individuals; Bargoed Farm (the controller) will endeavour to act upon and report the breach to those affected and other regulatory bodies such as the ICO within 72 hours of 'becoming aware' of the breach.

Where a data breach is IT based, our IT providers will be notified immediately and requested to investigate the source and extent of the breach to ascertain the security risks and how to prevent such breeches from reoccurring.

## **Prevention Procedures**

We have worked closely with our IT providers to reduce the potential for a data breach via electronic hacking.

## **Password Procedure**

Password administration within the Company is to be set in accordance with the GDPR and as will comply with the following rules:

- 1. be a minimum of 7 characters.
- 2. include one or more upper case character.
- 3. include one or more lower case character.
- 4. Include one or more special character eg !"£\$%^&\*()?[]{}:@#
- 5. include one or more numerical digit.

Passwords will be reset at the following intervals:

Google Domains – 6 monthly with 2-week notification

Server Domains - 6 monthly with 2-week notification — Server domains have a 3 strike lockout process which requires an administrator authorised unlock.

In the event of staff changes, all passwords are updated.

#### 1. OUR CONTRACT WITH YOU

For the use of this document:

The Moo-tel at Bargoed Farm will be herein referred to as "Bargoed Farm".

The booking holder will be herein referred to as "The Guest" or "you".

- 1.1 These are the terms and conditions which apply when you book to stay at Bargoed Farm.
- 1.2 Please ensure that you read these terms and conditions carefully, and check that the details of your booking are complete and accurate, before you submit your booking. If you think that you have made a mistake after you have submitted your booking, please contact us ASAP to discuss.
- 1.3 By submitting your booking and for your accommodation you agree that your stay at Bargoed Farm is subject to these terms and conditions.
- 1.4 No booking shall be deemed to have been accepted by Bargoed Farm unless and until the booking has been accepted in writing by Bargoed Farm, which will take the form of an email confirmation of the booking.
- 1.5 Bargoed Farm reserves the right to revise these terms and conditions from time to time in order to comply with changes in any relevant laws or regulatory requirements.

#### 2. RULES

2.1 All guests agree to adhere to the following rules:

**Check in and check out** – Check in is available from 4pm. We will sometimes be able to accommodate an early check in, please request this at the point of booking. Check out is by 11am on the day of departure. Return your key to reception at check out.

**Dogs** - Well behaved dogs are welcome at Bargoed Farm but must be always kept on a lead. We cannot accept dogs who are likely to cause a nuisance to other guests for example, dogs who bark excessively or are aggressive, or owners who do not clear up after their dogs. Maximum of 2 dogs per room. Dogs are not to be left unattended in rooms at any time. Dogs are not allowed on the beds.

**Early departures** - If you choose to leave Bargoed Farm before your booked departure date for whatever reason, no refunds or transfers will be given for the remaining days of your booking.

**Electric Vehicles** - We welcome Electric Vehicles at Bargoed Farm and have 3 charging points located in the Moody Cow and Moody Calf car parks. The Moody Cow point is a fast charge point. Charging your EV from your room is strictly prohibited.

**Emergency Situations** - In the event of an **EMERGENCY** which presents a risk or danger to life please call 999. Please then dial our out-of-hours number - 07951 823343\* Note that inappropriate use of our out-of-hours number will result in a charge being applied.

**Lake -** Please note that there is no access to the lake except for fishing. Swimming is strictly prohibited.

**Missing items or malicious damage** - Please note that post checkout, your room will be cleaned and an inventory of items checked. You will be charged for any missing keys, remote controllers, towels, linen, or any other items that are missing from the room. In the event that any items in the room, or the room itself has suffered malicious damage, we will charge your card for the damage as well as report you to the police.

**Noise levels** – Please keep music, TVs and all noise at a reasonable level at all times and to an absolute minimum between 10.00pm and 8am.

**Online food delivery** – we do not permit online food delivery vans at Bargoed Farm. Please support our local economy and buy from our many local shops.

**Parking** – is available adjacent to the Moo-tel accommodation. Overflow parking is available in the Moody Cow car park.

**Violent or aggressive behaviour** – will not be tolerated towards our staff and will immediately be reported to the police.

#### 3. PRICE AND PAYMENT

- 3.1 Subject to any terms agreed in writing between Bargoed Farm and you, our charges for all stays shall be calculated at our current rates from time to time.
- 3.2 All charges include VAT at the prevailing rate.
- 3.3 Payment for your accommodation is to be made in full at the time of booking.
- 3.4 Bargoed Farm reserves the right to change its prices at any time. Though any change in price will not affect any stays which have already been booked and paid for in full at the time that the change in price becomes effective.
- 4. CANCELLATIONS, TRANSFERS AND REFUNDS
- 4.1 You shall be entitled to transfer or cancel your booking at any time up to 48 hours in advance of your stay. Cancellations within 48 hours of your stay are non-refundable and non-transferable. Please note that different terms apply for group or corporate bookings where 6 or more rooms are booked. These will be shared with you directly.
- 4.2 \*If you book within 48 hours of the booking date and time, you will not be entitled to a refund and will not be able move your booking or receive a credit note for the amount paid.
- 4.3 Bargoed Farm shall be entitled to cancel your booking at any time. In the event that Bargoed Farm decides to cancel your booking it shall use its reasonable endeavours to notify you as soon as possible. You shall be entitled to a full refund in the event of cancellation under this clause, but no other compensation shall be payable.
- 4.4 Payments made by debit or credit card will be refunded to the same card.

- 4.5 No refunds will be given for transactions made by gift vouchers. Bookings may be transferred in adherence with point 4.1 as set out in this document.
- 4.6 Where multiple forms of payment are used, we reserve the right to refund any monies due by debit or credit card.

#### 5. OUR LIABILITY TO YOU

- 5.1 Bargoed Farm, its employees, directors and agents are not liable to you, your dependents or legal representatives for any claim for any indirect or consequential loss or damage, including without limitation personal injury or financial loss or damage, whether such liability arises in breach of contract, tort (including negligence), statute or statutory duty save that nothing is intended to nor shall limit the liability of Bargoed Farm in respect of death or personal injury caused by the negligence of Bargoed Farm or of its employees, agents or contractors or affect the statutory rights of any person dealing as a consumer.
- 5.2 Bargoed Farm will not be held responsible for the loss or damage of or to any of your property or personal belongings during your visit to the venue or arising from the booking of or participation in a stay with us. Personal possessions are brought onto the site entirely at the owners' own risk.
- 5.3 Parking facilities are available at the site and any vehicles, and their contents are left at the owners' risk and are subject to any conditions and the payment of any fees as may be required by the provider of such facilities at the site location.
- 5.4 Except as otherwise stated, any liability of Bargoed Farm shall be limited to the refund of any charges paid to Bargoed Farm.
- 5.5 To the maximum extent permitted by law, Bargoed Farm, its employees, directors and agents are not liable for any injury, loss or damage (including damage to property or personal belongings) directly or indirectly arising out of or in connection with the use of any arcade or other games machine owned or supplied by a third party.

# 6. EVENTS OUTSIDE OUR CONTROL

- 6.1 Bargoed Farm shall not be liable or responsible for any failure to perform, or delay in performance of, any of Bargoed Farm's obligations under these terms and conditions that is caused by any act or event beyond which is beyond our reasonable control.
- 6.2 If an event outside of Bargoed Farm's control takes place that affects the performance of our obligations under these terms and conditions, you will be contacted as soon as reasonably possible and the Bargoed Farm's obligations under these terms and conditions shall be suspended for the duration of the event.
- 6.3 If an event outside of Bargoed Farm's control occurs before the commencement of your booking which means that we are unable to provide your booking as stated in your Booking Confirmation, then the booking is refundable by means of an offer to transfer to another date and time or a credit note for the value of the booking which can only be redeemed at the same venue the original booking was made.

- 6.4 In the event that it proves necessary to close Bargoed Farm or cancel any bookings for reasons beyond the control of the Bargoed Farm and in circumstances where your party is already staying on site, you shall not be entitled to any refund (in part or in whole). In such circumstances Bargoed Farm may, but shall not be obliged to, offer alternative dates or times at reduced rates.
- 6.5 Bargoed Farm cannot accept responsibility or liability for any alterations, cancellation or any other loss or damage caused by circumstances beyond our control. To include but not limited to; war, civil strife, terrorist action, industrial disputes, fire, sickness, bad weather, epidemics, pandemics, acts of any government or public authority, changes imposed by rescheduling of airlines or any other event outside our control. As such we strongly advise that insurance is taken out to cover yourself for this and no refund will be issued by us should an occurrence of this nature happen.

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- 8.3 Each of the paragraphs of these terms and conditions operates separately. If any court or relevant authority decides that any of them are unlawful, the remaining paragraphs will remain in full force and effect.
- 8.4 If we fail to insist that you perform any of your obligations under these terms and condition, or if We do not enforce Our rights against you, or if We delay in doing so, that will not mean that we have waived Our rights against you and will not mean that you do not have to comply with those obligations. If We do waive a default by you, we will only do so in writing, and that will not mean that We will automatically waive any later default by you.
- 8.5 These terms and conditions are governed by and construed in accordance with the laws of England and Wales. Any dispute you have which relates to these terms and conditions (whether it be contractual or non-contractual), will be subject to the exclusive jurisdiction of the courts of England and Wales.

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We do not store any personal data from our website other than the data collected through our cookies (see cookie statement for further details). Should you contact us via our listed contact details, an operative will take your details in order process your enquiry. Once you have made an enquiry to us your data may be stored for up to 6 years.

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Bargoed Farm

**Obtaining & Processing of Personal Data** 

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# **Sharing Data**

Bargoed Farm will not share personal details with any third party.

## **Storing Data**

Our customer data is stored in two different ways within our office management systems: Server based & Cloud Based.

#### Server Based Data

Some customer details are stored on our internal servers and are retained for a minimum of 6 years until our legal basis for their retention is no longer in place at which point, any personal data will be stripped from the files with only the intellectual property owned by Bargoed Farm retained.

## **Cloud Based Data**

We operate cloud-based storage for emailing operated by Gmail. All emails sent and received by the practice are stored in our secure public folders archive for a minimum of 6 years as are the email addresses of our contacts. Customer details are also stored securely by our third-party booking system provider.

# **Data Access Requests**

Bargoed Farm will act on data access requests without undue delay and at the latest within one month of receipt. We recommend that any Data Access Requests be made in writing, either by post or by email. All Data Access Requests will be logged on our system to track when they were submitted and responded to and you are requested to attend our offices in person with proof of ID to receive a full copy of the data cache.

# Right to be forgotten

Under Article 17 of the GDPR individuals have the right to have personal data erased. This is also known as the 'right to be forgotten'. The right is not absolute and only applies in certain circumstances (refer to <a href="https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-to-erasure/">https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-to-erasure/</a> for full list of circumstances). Bargoed Farm will endeavour wherever possible to act upon requests as regards Article 17 without undue delay and at the latest within one month of receipt. We will also endeavour to contact any third-party

organisations who may have shared any personal data with whilst carrying out our services for that individual.

#### **Data Breach Protocol**

A personal data breach means a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data. This includes breaches that are the result of both accidental and deliberate causes.

In the event of a data breach which is likely to result in a high risk to the rights and freedoms of individuals; Bargoed Farm (the controller) will endeavour to act upon and report the breach to those affected and other regulatory bodies such as the ICO within 72 hours of 'becoming aware' of the breach.

Where a data breach is IT based, our IT providers will be notified immediately and requested to investigate the source and extent of the breach to ascertain the security risks and how to prevent such breeches from reoccurring.

# **Prevention Procedures**

We have worked closely with our IT providers to reduce the potential for a data breach via electronic hacking.

# **Password Procedure**

Password administration within the Company is to be set in accordance with the GDPR and as will comply with the following rules:

- 6. be a minimum of 7 characters.
- 7. include one or more upper case character.
- 8. include one or more lower case character.
- 9. Include one or more special character eg !"£\$%^&\*()?[]{}:@#
- 10. include one or more numerical digit.

Passwords will be reset at the following intervals:

Google Domains – 6 monthly with 2-week notification

Server Domains - 6 monthly with 2-week notification — Server domains have a 3 strike lockout process which requires an administrator authorised unlock.

In the event of staff changes, all passwords are updated.