

**BOOKING FORM – Seabreeze Cottage, 108 79<sup>th</sup> Street, Holmes Beach, Anna Maria Island, FL 34217**

Reservation No:				Number of Nights:			
Arrival Date:				Departure Date:			
<b>Arrival time is any time after 3pm and departure time is no later than 10.30am</b>							
Deposit:	<b>\$500.00 or £300.00</b>			<b>Total \$x required within 48 hours to secure reservation</b>			
Rental Inc Taxes:	<b>\$x</b>						
Breakdown of Rental:	Rental:	\$		Sales Tax:	\$		Resort Tax: \$

Payment to be made by Visa/Mastercard using the Worldpay link which is provided in the e-mail

**Please complete all sections below in block capitals and return this form by e-mail within 48 hours**

Last Name:				First Name(s):			
Address (this is where we will send keys):							
	Post/Zip Code:			Town/Region:			
Telephone No:				Mobile/Cell No:			
E-Mail Address:							

**Cancellation Policy** - for full details please refer to section 3 of the terms and conditions

**We are continually trying to improve our advertising and to assist us with this we would be grateful if you could indicate below where you saw us advertised or heard about us.**

Idyllic Holiday Website ☐ Owners Direct ☐ Holiday Lettings ☐ Homeaway ☐

Recommendation / Other (please specify): \_\_\_\_\_

**Other Occupants: (Up to 3 making a maximum of 4 in total) – It is essential this section is completed in full as the information is needed for insurance purposes and also forms part of your Terms and Conditions.**

First Name/s	Last Name	Age if under 18

**Below is a list of the beds which are at the property. Where there is a choice please tick the relevant box advising of how/if you would like the beds to be made up:**

Bedroom 1	King only
Bedroom 2	Twins only

**Please sign (your typed name will be deemed as your signature and is therefore legally binding) and return this form by e-mail within 48 hours to [rentals@idyllicholidayproperties.com](mailto:rentals@idyllicholidayproperties.com) confirming you have read and agree to the terms and conditions which are available on our website [www.idyllicholidayproperties.com](http://www.idyllicholidayproperties.com)**

**Renter:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Important Note:** If we have not received this completed booking form and the monies as stated on page 1 within 48 hours your reservation will automatically be cancelled

On receipt of this completed & signed booking form, security/damage deposit and rental monies, we will sign and return a copy to you as confirmation that your booking is secure

**Signed By:** \_\_\_\_\_  
on behalf of Idyllic Holiday Properties

**Date:** \_\_\_\_\_

## Privacy Notice

We process personal data about you (which may be held on paper, electronically, or otherwise) and we recognise the need to treat it in an appropriate and lawful manner. The purpose of this notice is to make you aware of what information we collect and how we will handle your information.

We take the issue of security and data protection very seriously and strictly adhere to guidelines published in the General Data Protection Regulation (EU) 2016/679.

Our Data Protection Officer is Melanie Gurney [office@shieldmanagement.co.uk](mailto:office@shieldmanagement.co.uk) and any questions relating to this notice and our privacy practices should be sent to her.

### **How we collect information from you**

We collect information about you from the correspondence between us and the booking form in relation to your request to book a holiday property.

### **What information we collect**

We collect the following information about you:

Name, address, email address, telephone number, Passport/ID details.

In some instances we hold information relating to bank accounts including account number and sort code.

For Portugal holiday rentals we also collect information such as name and passport/ID details for all occupants.

### **Why we need this information about you and what we are going to do with it**

We require your information to:

- prepare rental documentation and manage your rental and
- for all other purposes consistent with the proper performance of our business.

### **Sharing of Your Information**

The information you provide to us will be treated as confidential and will be processed only by any third party, acting on our behalf. Your information will only be stored within the UK and EEA save for America holiday rentals, names, address, email address and telephone numbers only will be passed to agents instructed by us in America.

Your information will be entered into the HOST booking system required for the administration of our rental bookings.

We will also disclose your information to other third parties who act for us for the purposes set out in this notice or for purposes approved by you, including the following:

- To enable us to properly manage the holiday properties to which the rental relates whereby appropriate contact information may be disclosed to any relevant local representative/s with the day to day management of the rental property.
- For all other purposes consistent with the proper performance of our operations and business.
- For legal reasons the names, address and passport/ID details for all occupiers of our Portugal rental properties must be passed to Servico de Estrangeiros e Fronteiras.

Unless required to do so by law, we will not otherwise share, sell or distribute any of the information you provide to us without your consent.

### **Security**

When you give us information we take steps to make sure that your personal information is kept secure and safe either electronically (password protected) or in a location which is either staffed or alarmed.

### **How long we will keep your information**

We review our data retention periods regularly and will only hold your personal data for as long as is necessary for the relevant purpose, or as required by good business practice or law.

### **Your Rights**

You have the right at any time to:

- Ask for a copy of the information about you held by us in our records;
- Require us to correct any inaccuracies in your information;
- Make a request to us to delete what personal data of yours we hold; and
- Object to receiving any marketing communications from us.

To exercise any of your rights above please contact us at [office@shieldmanagment.co.uk](mailto:office@shieldmanagment.co.uk)

Should you wish to complain about the use of your information, we would ask that you contact us to resolve this matter in the first instance. You also have the right to complain to the Information Commissioner's Office in relation to my/ our use of your information. The Information Commissioner's contact details for England are: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Telephone: 0303 123 1113. Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)

The accuracy of your information is important – please help us keep our records updated by informing us of any changes to your email address and other contact details.