

SUB-LETTING FORM

Owner's Name:		Plot No:	
Contact No:		Number of berth:	

HOLIDAY DATES (inclusive)

From:		To:	
Lead Visitor's Name:			
Address:			
Post Code:		Contact No:	
Signature:		Date:	

Details of Party

Full names of all occupants	Male / Female	Age (if under 18)

Registration No: of all vehicles:	
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I agree to abide by the Conditions of Licence and Site Rules, copies of which are displayed in the caravan, and are also available to view in the Park Office.

Please obtain access card and caravan keys from the caravan owner. These are NOT issued from the Park Office.

You are reminded that ball games and BB Guns are NOT PERMITTED on the site. Food scraps and fats must not be put down the sink. You must also ensure that baby nappies, wet wipes and sanitary towels must not be flushed down the toilets as they block the sewers which may make your stay in the caravan unpleasant.

Kingfisher Caravan Park

(a) Holiday Form for Visitors in a Sub-Letting caravan

(b) Family Members staying in a caravan on Cedar

DATA PROTECTION NOTICE

East Lindsey District Council is a Data Controller and can be contacted at Tedder Hall, Manby Park, Louth, Lincolnshire, LN11 8UP (Tel: 01507 601111). The Data Protection Officer is Alison Sparks and can be contacted at the same address.

We are collecting your personal data in order to process your holiday form (a) or (b) above. This data is processed under a contract with you for the occupants staying in your caravan.

Your data will not be shared with third parties but may be used for Council purposes, in order to prevent or detect crime, to protect public funds or where we are required or permitted to share data under other legislation.

Your data will be kept for 6 years after the action is completed in line with our retention policy.

You have the right to access your data and to rectify mistakes, erase, restrict, object or move your data in certain circumstances. Please contact the Data Protection Officer for further information or go to our website where your rights are explained in more detail. If you would like to receive an explanation of your rights in paper format please contact the Data Protection Officer.

Any complaints regarding your data should be addressed to the Data Protection Officer in the first instance. If the matter is not resolved you can contact the Information Commissioner's Office at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF (Tel: 0303 123 1113)

If you do not provide the information required on the form then we will not be able to process your application under the contract.

For further information on our Data Protection Policies please go to our website.