Marie Ward
Chief Executive

Comhairle Ceantair
an Iúir, Mhúrn
agus an Dúin
Newry, Mourne
and Down
District Council

9th February 2026

Kilbroney Caravan Park Privacy Notice

Key Contact Details
Kilbroney Caravan Park
60D Shore Road, Rostrevor BT34 3AA
0330 137 4046
kilbroney.park@nmandd.org

The type of personal information we collect
We currently collect and process the following information:

- name;
- contact details (address, email, telephone/mobile numbers); and
- payment information including account details where applicable.

How we get your personal information and why we collect it
Most of the personal information we process is provided to us directly by you for the following reasons: to process payment and manage your booking.

We use the information that you have given us in order to:

- process payment and issue you with written confirmation of your booking;
- raise any queries we may have about your booking; and
- advise of any updates or proposed changes to the terms and conditions of booking.

We use CampStead Limited products as outlined below:
CampManager campsite management software processes all bookings made for Kilbroney Park. For more information on how CampManager process the personal data it collects see their privacy policy at **www.campmanager.com/Privacy-Policy/.**

CampStead.com reviews provide Council with customer feedback to help us better understand our customers' needs and to improve the services that we offer. CampStead.com may contact you to carry out a review of your stay at Kilbroney Park. If you do not wish to complete a review CampStead.com will not use your details for any other purpose and do not store your details.

Under the UK General Data Protection Regulation (GDPR), the lawful basis we rely on for processing this information is:

(b) We have a contractual obligation. This allows us to process personal data when this is necessary for the performance of a contract.

How we store your personal information

Your information is securely stored electronically on servers.

We will keep your personal information for a 6-year period in accordance with Council's Retention and Disposal Schedule.

Your data protection rights
Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.
You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us if you wish to make a request (see 'Key Contact' details above).

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us (see contact details on footer of first page).

You can also complain to the ICO if you are unhappy with how we have used your data.
The ICO's contact details are as follows:

- ICO website: www.ico.org.uk
- ICO self-service portal: https://ico.org.uk/make-a-complaint/official-information-concerns-report/official-information-concern/
- Helpline: 0303 123 1114