



## **PRIVACY POLICY**

The Washington Square Hotel values you as our guest and recognizes the importance of safeguarding your privacy by adopting high standards ensuring protection of personal information. This information is provided by you through use of our website when you make reservations or when you contact us directly by email, phone, in writing, or via social media, as well as through third party websites and applications used to make reservations.

We collect information to help identify and contact you such as:

- Full name
- Address
- Phone number
- Email
- Payment information
- Identification document such as passport or driver's license
- Any other information provided to and by the third party

Please note that there are circumstances in which we may not be required to provide you with the information contained in this Privacy Policy due to legal or national security concerns.

- We are obligated to keep your information confidential in accordance with the regulations set by the European Union or the European Union member state law.

### **Voluntary Surveys**

We periodically send our guests survey requests and encourage you to complete them. These surveys help us improve our customer service as well as inform our guests about special offers and promotions.

Your participation in these surveys is voluntary and you can opt out of receiving promotional emails at any time.

We agree to:

- Honor guests' requests not to share their contact information with any other company or marketers
- Honor guests' requests not to receive mail, telephone or other solicitations from Washington Square Hotel

### **Washington Square Hotel Accounts**

When you make a reservation via our website you are required to create an account. Washington Square Hotel member accounts are secured by member-created passwords. Our staff takes precautions to ensure that member account information is kept private. We use reasonable measures to protect member information stored within our database, and restrict access to member information to employees who need access to perform their job functions, such as our reservation department or front

desk. All authorized users have unique login credentials and all activity is logged and time-stamped. Please note that we cannot guarantee the security of member account information, unauthorized entry or use, hardware or software failure, and other factors that may compromise the security of member information at any time. However under such circumstances we inform the proper channel of authority to deal with such matters.

### **Access to Information**

You have the right to request access to the information we have of you. You can request this by contacting us at [reservations@wshotel.com](mailto:reservations@wshotel.com). In order to comply with your request, you will need to verify your identity.

### **Sharing and Disclosure of Information Collected**

Except as otherwise described in this privacy statement, Washington Square Hotel will not disclose personal information to any third party unless we believe that disclosure is necessary:

- To conform to legal requirements or to respond to a subpoena, search warrant or other legal process received by Washington Square Hotel, whether or not a response is required by applicable law
- To enforce the Washington Square Hotel Terms of Service Agreement or to protect our rights
- To protect the safety of members of the public and users of the service

### **Information Correction and Deletion**

You may contact us to correct or update your personal information at any time.

If at any point you wish for Washington Square Hotel to delete your information, please submit your request to [reservations@wshotel.com](mailto:reservations@wshotel.com)

### **Opting Out of Marketing**

The personally identifiable information that you provide to us and information about your stay may be combined with other personally identifiable information from our records. This information will be used to make our future marketing efforts more efficient. We want to communicate with you only if you want to hear from us. If you prefer not to receive direct marketing from us, please let us know.

### **Changes in Our Privacy Policy**

We may revise this Privacy Policy from time to time. The most current version of the policy will govern our use of your information and will be available at [www.washingtonsquarehotel.com](http://www.washingtonsquarehotel.com). If we make a change to this policy by continuing to access or use this site after those changes become effective, you agree to be bound by the revised Privacy Policy.

If you have any questions, comments or concerns about our Privacy Policy, please contact us @ [reservations@wshotel.com](mailto:reservations@wshotel.com).

*Last updated on May 24, 2018.*