

SNOWSCAPE :: BOOKING TERMS AND CONDITIONS

These booking conditions set out where you stand as a customer should you have any queries at all about your booking. The main points are:

- You enter into a booking with us once we send you our Confirmation Invoice and cancellation charges apply should you cancel.

- Your money is 100% financially protected. We are a member of the Travel Trust Association (TTA R711X) and offer ATOL protection for all flight-inclusive Holidays.

- You may make changes to your booking subject to certain conditions.

- It is a condition of booking that you and all members of your party have adequate and suitable travel insurance. We recommend taking out Travel Insurance as soon as you have confirmed your booking.

Unless otherwise stated at the time of booking (for example, where we are acting as an agent for a principle or other Tour Operator in which case their terms and conditions will apply), all holidays detailed on our website are arranged by Snowscape Ltd and your contract is with, and liability for the provision and proper performance of your holiday whether contractual or otherwise, rests with Snowscape Ltd (Us/We/Our).

Once you have booked your holiday, the information on our website connected with your holiday, and these booking conditions in particular, form the basis of the contract between Snowscape Ltd and you and the other people on your booking. Snowscape and Alpine Golf are trading names of Snowscape Ltd, 30 Park Avenue, Worcester, WR3 7AH. Registered in England, Company Nr. 3800390.

1. MAKING A BOOKING

All bookings are accepted by Snowscape subject to these booking conditions and website information. When you make a booking, we require a minimum deposit of £150 per person (or as confirmed at the time of booking) or full payment within 10 weeks of departure. Some flight and accommodation supplies require full payment at the time of booking and this will be detailed when you book.

Once you have booked, within 48 hours we will issue a confirmation invoice confirming the holiday details and price. A contract will then be sent between you (lead booking name) and us. Please check the details on your invoice carefully. You are responsible for ensuring the accuracy of all personal details of you and any other persons travelling on your booking. Contact us immediately if any information appears to be incorrect as it may not be possible to make changes later. We do not accept any liability if you are not notified of any inaccuracy in any document within 7 days of our sending it out. In all cases, you are deemed to have accepted these booking conditions.

Full payment less any deposit pre-paid must reach us **not less** than 10 weeks prior to departure (or as detailed on your Confirmation Invoice). The lead party member as appears on the confirmation invoice shall be liable for full payment. If payment is not received in full by the due date, we reserve the right to treat the booking as cancelled by you, retain the deposit paid and levy cancellation charges as set out. If you book within 10 weeks of departure, the total cost of the holiday must be paid in full.

The minimum age of travel is 18 years of age. We accept payment by bank transfer, debit and credit card.

2. PRICES

All prices advertised are correct at the time of publication. Prices are based upon prevailing exchange rates and we reserve the right to change prices from time to time. All quotes are provisional until confirmed on your Confirmation Invoice. In the unlikely event of an administrative error resulting in an incorrect price being quoted, we reserve the right to correct it (including after a booking has been confirmed). Prices are subject to variation if there is an increase due to government action (such as an introduction of a levy to produce additional financial protection), a change in exchange rates or increases in transportation costs or fuel prices. We reserve the right to increase the price of your holiday after you have booked but no later than 30 days before departure.

In the unlikely event of any increase in the holiday price, we will forward an amendment invoice. In any case, we will absorb an amount equivalent to 2% of the holiday price which excludes any amendment charges. If surcharges exceed 10% of the original holiday price you may exercise the option to cancel your holiday arrangements and receive a full refund.

3. CHANGES TO THE BOOKING BY YOU

If, after we have issued the confirmation invoice, you wish to change to another date or alter your booking in any way, we will do all we can to make the necessary arrangements, provided we receive confirmation of the change from the party leader in writing and at least six weeks before the departure date. Any changes to your reservation attract an administration payment of £25 per person. Name changes are not always allowed by airlines. Some airlines treat name changes as cancellation and charge accordingly. Flight arrangements made by us are subject to the booking conditions of our flight suppliers.

4. CHANGES BY US

Occasionally changes may be made which we reserve the right to do so at any time. Most of these changes are minor and we will advise you at the earliest opportunity. When a major change occurs (such as a reduction in the standard of accommodation), provided it does not arise from "unavoidable and extraordinary" circumstances beyond our control (force majeure), you will have the choice of either accepting the change of arrangements, taking another available holiday from us or cancelling your holiday and receiving a full refund. Where a major change occurs, we will pay compensation for each full fare paying passenger as follows:

Period before departure	Compensation per person
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More than 10 weeks	Nil
4 to 10 weeks	£15
2 to 4 weeks	£25
Less than 2 weeks	£30

Important Note: Compensation will not be payable if we are forced to cancel or in any way change your holiday due to "unavoidable and extraordinary" circumstances which include but are not limited to war, threat of war, riot, civil strife, industrial disputes or strikes, terrorist activity, natural or nuclear disaster, fire, disease, pandemics or epidemics, airspace closures, adverse weather conditions or other circumstances amounting to force majeure.

On extremely rare occasions, the accommodation we reserve for you may not be available on arrival owing to an incident or occurrence beyond our control. This may be something of which we may not have been notified in time to advise you prior to departure. If this occurs we / our local agents will endeavour to provide an accommodation of equivalent standard in the same area.

5. CANCELLATION BY YOU

You or any member of your party may cancel your booking at any time. Your cancellation must be in writing and is effective from the date it is received at our office. To cover our costs and the cost of processing the cancellation and to cover the risk that we may not be able to re-sell your travel arrangements, cancellation charges are payable by you as follows.

Period before scheduled departure date within which notification is received	Percentage of Total Holiday Cost
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More than 70 days	Loss of deposit
69 to 42 days	50%
42 to 29 days	60%
28 to 22 days	85%
21 to 0 days / no show	100%

If one person in a twin or double room cancels, we reserve the right to pass on the full cost of the room to the person using that room. We reserve the right to resell any part of a cancelled booking and this shall in no way prejudice our right to levy cancellation fees. Your deposit is non-refundable even if the cancellation charge is less than the deposit paid. Some flight and accommodation supplies attract 100% cancellation charges and these will be detailed on your Confirmation Invoice.

6. CANCELLATION BY US

We aim to provide your holiday as booked. However, we reserve the right to cancel your holiday in any circumstances. In this case, we will offer either a full refund or a replacement holiday of an equivalent or similar standard.

7. PASSPORTS AND VISAS

It is your responsibility to be in possession of a valid passport, visa and, where required, vaccinations, to meet entry requirements. The United Kingdom has now left the EU. Passports should be no more than 10 years old and have at least 3 months of validity remaining. For more information, visit <https://www.gov.uk/guidance/passport-rules-for-travel-to-europe>. For general visa and travel advice, visit the foreign office website at www.fco.gov.uk/travel.

8. SPECIAL REQUESTS

If you have any special requests, they should be clearly stated at the time of booking. We will endeavour to forward any reasonable requests to the relevant supplier. However, we cannot guarantee that any special requests will be met and failure to do so will not be a breach of contract on our part.

9. HOTEL AND SAFETY STANDARDS

It is the requirements and standards of the country in which any services are provided which apply to those services and not those of the UK. Generally, these requirements and standards will not be the same as the UK and may sometimes be lower. The services and facilities included in your holiday will be deemed to be provided with reasonable skill and care if they comply with any local regulations which apply. Please note that twin rooms in Austria are 'Austrian Twin' rooms comprising two separate mattresses within one bed frame with separate bedding. Check-in times are generally from 1500 and check out is by 1000. Any accommodation we arrange for you must only be used by you and the members of your party named on your Confirmation Invoice.

10. DAMAGE

The party leader named on the confirmation invoice undertakes to pay for any damage as a result of his/her actions or the actions of any member of his/her party to any property. You undertake to behave in an orderly fashion and in such a manner so as not to cause distress, damage, danger or injury to other clients, property, our employees or any third party. The contract of any client in breach of this clause shall be terminated forthwith and we shall have no further contractual obligations. We will not pay compensation, refunds or meet any expenses incurred as a result. Furthermore, we shall be entitled to recover the cost of any damages caused by you.

11. LIABILITY

(1) Except where we act as an agent in relation to any booking we take or make on your behalf, we will accept responsibility for the arrangements we agreed to provide or arrange for you as an "organiser" under the Package Travel and Linked Travel Arrangements 2018.

Subject to these booking conditions, if we or our suppliers perform or arrange your contracted holiday arrangements negligently, taking into consideration all relevant factors (for example following the complaints procedure as described in these conditions and the extent to which ours or our employees' or suppliers' negligence affected the overall enjoyment of your holiday), we will pay you reasonable compensation. Please note that it is your responsibility to show that we or our supplier(s) have been negligent if you wish to make a claim against us.

(2) Where we act as an agent in relation to any booking we take or make on your behalf, your contract is with the supplier and its booking conditions apply. As an agent (for Lift companies, Equipment hire and Ski Schools), we accept no responsibility for the actual provision of the arrangements. Our responsibilities are limited to making the booking in accordance with your instructions. We accept no responsibility for any information about the arrangements that we pass on to you in good faith.

(3) In either event, we will not be responsible or pay you compensation for any injury, illness, death, loss, damage, expense, cost or other claim of any description if it results from:

- the act(s) and/or omission(s) of the person(s) affected;
- the act(s) and/or omission(s) of a third party unconnected with the provision of the services contracted for and which were unforeseeable or unavoidable;
- unusual or unforeseeable circumstances beyond ours or our supplier(s) control, the consequences of which could not have been avoided even if all due care had been exercised; or
- an event which either ourselves or suppliers could not, even with all due care, have foreseen or forestalled.

(4) We limit the amount of compensation we may have to pay you if we are found liable under this clause:

(a) loss of and/or damage to any luggage or personal possessions and money,

The maximum amount we will have to pay you in respect of these claims is £25 per person in total because you are assumed to have adequate insurance in place to cover any losses of this kind.

(b) Claims not falling under (a) above and which don't involve injury, illness or death

The maximum amount we will have to pay you in respect of these claims is twice the price paid by or on behalf of the person(s) affected in total. This maximum amount will only be payable where everything has gone wrong and you or your party has not received any benefit at all from your booking.

(c) **Claims in respect of international travel by air, sea and rail, or any stay in a hotel** (i) The extent of our liability will in all cases be limited as if we were carriers under the appropriate Conventions, which include The Warsaw/Montreal Convention (international travel by air); The Athens Convention (with respect to sea travel); The Berne/Cotif Convention (with respect to rail travel) and The Paris Convention (with respect to hotel arrangements). You can ask for copies of these Conventions from our offices. In addition, you agree that the operating carrier or transport company's own 'Conditions of Carriage' will apply to you on that journey. When arranging transportation for you, we rely on the terms and conditions contained within these international conventions and those 'Conditions of Carriage'. You acknowledge that all of the terms and conditions contained in those 'Conditions of Carriage' form part of your contract with us, as well as with the transport company and that those 'Conditions of Carriage' shall be deemed to be included by reference into this contract.

(i) In any circumstances in which a carrier is liable to you by virtue of the Denied Boarding Regulation 2004, any liability we may have to you under our contract with you, arising out of the same facts, is limited to the remedies provided under the Regulation as if (for this purpose only) we were a carrier.

(ii) When making any payment, we are entitled to deduct any money which you have received or are entitled to receive from the transport provider or hotelier for the complaint or claim in question.

(5) It is a condition of our acceptance of liability under this clause that you notify any claim to ourselves and our supplier(s) strictly in accordance with the complaints procedure set out in these conditions.

(6) Where any payment is made, the person(s) receiving it (and their parent or guardian if under 18 years) must also assign to ourselves or our insurers any rights they may have to pursue any third party and must provide ourselves and our insurers with all assistance we may reasonably require.

(7) Please note, we cannot accept any liability for any damage, loss or expense or other sum(s) of any description which on the basis of the information given to us by you concerning your booking prior to our accepting it, we could not have foreseen you would suffer or incur if we breached our contract with you; or (b) any business losses.

(8) We will not accept responsibility for services or facilities which do not form part of our agreement or where they are not advertised on our website. For example, any excursion you book whilst away, or any service or facility which your hotel or any other supplier agrees to provide for you.

12. FORCE MAJEURE

Except where otherwise expressly stated in these booking conditions we will not be liable or pay you compensation if our contractual obligations to you are affected by any event which we or the supplier(s) of the service(s) in question could not, even with all due care, foresee or avoid. These events can include, but are not limited to war, threat of war, civil strife terrorist activity and its consequences or the threat of such activity, riot, the act of any government or other national or local authority including port or river authorities, industrial dispute, lock closure, natural or nuclear disaster, fire, chemical or biological disaster, disease, pandemics and epidemics (including Covid-19), adverse weather, sea, ice and river conditions and all similar events outside our or the supplier(s) concerned control. Advice from the UK FCO to avoid or leave a particular country may constitute Force Majeure. Transport on an aircraft, coach, train or ship is subject to the conditions of carriage of that company, some of which limit or exclude liability. These conditions are often the subject of international agreements between countries and copies of the conditions that apply to your holiday journey may be made available for inspection at the office of the carrier concerned.

13. SKIING, SNOWBOARDING AND OTHER ACTIVITIES

Subject to clause 11 above, if you ski or snowboard or partake in any activity with a representative of Snowscape Ltd whether on an organised session or not, we will not accept any responsibility for injuries however caused. At all times, you must use your own judgement and ability and skiing and snowboarding and participation in any event is undertaken at your own risk. Excursions or tours you choose to book and pay for whilst on holiday are not part of the package holiday provided by us.

14. ASSISTANCE & RESORT MANAGERS (24/7 REMOTE SERVICE)

Our Resort Managers services are provided remotely and we are contactable 24/7 to assist as much or as little as you wish. We provide comprehensive pre-departure information including all necessary vouchers and contact details whilst you are in resort via our free Travel App. If you experience difficulties whilst on holiday, we will provide assistance, in particular relating to information on health services, local authorities services and consular assistance.

15. MEDICAL AND HEALTH

You should take health advice about your specific needs as early as possible. The Foreign & Commonwealth Office has up to date advice on staying safe and healthy abroad. For more on security, local laws plus passport and visa information, visit <https://travelaware.campaign.gov.uk>

The Global Health Insurance Card (www.ghic.org.uk) currently assists with reciprocal emergency treatment in EC countries. This may change in the future. This is not an alternative to travel insurance and will not cover any private medical healthcare or costs such as mountain rescue, being flown back to the UK, or lost or stolen property. For treatment in any country you will need to produce your passport.

16. TRAVEL INSURANCE

Travel insurance is essential and it is a condition of booking that you and all members of your party have adequate winter sports insurance when booking a Winter Sports Holiday. We will not be responsible for meeting any sums that would have been covered had you taken comprehensive winter sports travel insurance. A comprehensive winter sports travel insurance policy is one that has additional cover for skiing and snowboarding as well as medical expenses, emergency assistance, repatriation, cover for Covid-19 expenses, personal liability, travel delay, missed departure and cancellation and curtailment. It is your responsibility to ensure that the insurance cover you purchase is adequate for your particular needs. If you arrange additional activities whilst away, you should check your cover before doing so.

17. WEBSITE ACCURACY

All details on our website are checked for accuracy regularly. However, changes can take place that are beyond our control. If you have already booked, we will do our best to let you know about any significant changes. Where possible, we use photos of standard rooms that represent the type of accommodation available. Not all rooms will be the same and room sizes will vary. Please note that adverse weather such as high winds or too much snow may result in the closure of ski lifts, toboggan runs and other amenities. Some facilities are not always available in low season. This is beyond our control and we do not accept liability.

18. AIRPORT TRANSFERS

Transfer times are approximate and represent the average travelling time between the destination airport and the resort. Occasionally, delays occur which are beyond our control due to weather, peak season traffic, adverse road conditions. We advise return pick up times around 24 hours before travel. These may depart earlier than normal to take into account the above factors. Should you wish to travel at a later time than advised, we will ask you to indemnify us against, and we will not be liable for, any additional costs incurred as a result of missed flight departure.

If you miss a flight or your inbound flight is delayed due to circumstances beyond our control, where possible, we will try to arrange alternative transportation. However, we reserve the right to recover from you any costs we incur in making such arrangements. You may be able to reclaim this cost from your travel insurance provider.

19. IF YOU HAVE A COMPLAINT

We aim to provide you with the best holiday possible. Should a problem arise you must report it immediately or as soon as possible to the supplier of the service locally, to our local representative (where available), Resort Manager or head office. This gives us, or the supplier, the opportunity to resolve the problem immediately. If, after allowing us, our representative or the supplier the opportunity to deal with the matter, you remain dissatisfied, you should contact us straight away by email (skianboard@snowscape.co.uk) or telephone (Office or out of hours mobile contact on your itinerary) and we will do all we can to put things right. If you are still not satisfied on your return home, you should write to us and record your dissatisfaction formally in writing number within 28 days of your return from holiday. Where you make a complaint against a local supplier, you must obtain written confirmation from the supplier of any complaint lodged and any action taken.

We will not accept liability for any complaint not reported to us, our representative or local supplier, if such a complaint could have been resolved had it been reported in resort, nor for any complaint received at our office outside of the 28 day period.

Any dispute that cannot be amicably resolved may be referred to arbitration under a special scheme devised for the travel industry via our membership of the Travel Trust Association. The scheme provides for a simple and inexpensive method of arbitration on documents alone with restricted liability of client in respect of costs. It does not apply to claims which are solely or mainly in respect of physical injury or illness or the consequences of such injury or illness. Details of the scheme are available on request.

Our Resort Managers are not authorised to promise any refund in respect of a claim and no such promises will be binding with us.

20. FINANCIAL PROTECTION

Snowscape Limited is a member of the Travel Trust Association (No. R711X). Clients' monies are held in a Client Trust Account and only released once your holiday is completed or funds have been transferred to another supplier (e.g. ATOL holder) that has 100 % financial protection.

Air holidays provided by us are ATOL protected by the Civil Aviation Authority (www.atol.org.uk) ATOL No. W7099). When you buy an ATOL protected flight or flight inclusive holiday from us you will receive an ATOL Certificate. This lists what is financially protected, where you can get information on what this means for you and who to contact if things go wrong.

We, or the suppliers identified on your ATOL Certificate, will provide you with the services listed on the ATOL Certificate (or a suitable alternative). In some cases, where neither we nor the supplier are able to do so for reasons of insolvency, an alternative ATOL holder may provide you with the services you have bought or a suitable alternative (at no extra cost to you). You agree to accept that in those circumstances the alternative ATOL holder will perform those obligations and you agree to pay any money outstanding to be paid by you under your contract to that alternative ATOL holder. However, you also agree that in some cases it will not be possible to appoint an alternative ATOL holder, in which case you will be entitled to make a claim under the ATOL scheme (or your credit card issuer where applicable).

If we, or the suppliers identified on your ATOL certificate, are unable to provide the services listed (or a suitable alternative, through an alternative ATOL holder or otherwise) for reasons of insolvency, the Trustees of the Air Travel Trust may make a payment to (or confer a benefit on) you under the ATOL scheme. You agree that in return for such a payment or benefit you assign absolutely to those Trustees any claims which you have or may have arising out of or relating to the non-provision of the services, including any claim against us, the travel agent (or your credit card issuer where applicable). You also agree that any such claims may be re-assigned to another body, if that other body has paid sums you have claimed under the ATOL scheme.

21. JURISDICTION and APPLICABLE LAW

These booking conditions and any agreement to which they apply are governed in all respects by English law. We both agree that any dispute, claim or other matter which arises between us or in connection with your contract or booking will be dealt with by the Courts of England and Wales only. You may however, choose the law and jurisdiction of Scotland or Northern Ireland if you live in those places and if you wish to do so.



SNOWSCAPE

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SNOWSCAPE LIMITED PRIVACY POLICY

Introduction and background

The purpose of this policy is to outline how Snowscape Ltd (T/As Snowscape and Alpine Golf) has established measures to protect your privacy and information rights. We are committed to protecting your privacy and make sure we process, store and share your information safely and securely.

Your rights

We recognise that you have rights as a 'data subject', and that we have an obligation to uphold these. This privacy notice aims to outline how we maintain these rights. In particular, it outlines:

- How we collect and process your information
- Why we do this
- How you can exercise your rights
- Who to contact in the event you're unhappy with our performance

Depending on why we have collected your information, your information rights could include:

Right	Explanation
Right to be informed	This encompasses the obligation for us to be transparent in how we collect and use your personal data.
Right of access	You have the right to access your personal data and supplementary information.
Right to rectification	If the information we hold on you is inaccurate or incomplete, you can request we correct this.
Right to erasure	You can request we delete or remove personal data where there is no compelling reason us to continue processing
Right to restrict processing	You have the right to request we cease processing your data : <ul style="list-style-type: none">• If you consider it inaccurate or incomplete• Where you object to processing and we are considering whether we still have a legitimate interest to process it.• Where we don't need the data for the original reason we collected it but may need it to support a legal claim
Right to data portability	Where you have consented to our processing your data, or where the processing is necessary for us to deliver a contract, you can request a copy of that data be provided to a third party in electronic form.
Right to object	You have the right to object to our processing under certain circumstances. For example, you can object to: <ul style="list-style-type: none">• direct marketing (including profiling); and• processing for purposes of scientific/historical research and statistics

Rights relating to automated decision making including profiling	<p>Where we apply automated decision making, we must :</p> <ul style="list-style-type: none"> • give you information about the processing • introduce simple ways for you to request human intervention or challenge a decision • carry out regular checks to make sure that our systems are working as intended
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Information we collect

Please find below a summary of the information we collect and how we use this to deliver services to you.

Information we collect	Why we collect this	How we process or share this
Customer names, email, address, booking history Travel preferences, ages, special needs & requests, dietary, allergy or other requirements	For correspondence relating to a holiday enquiry – contractual obligation. For bookings and reservations – contractual obligation	To fulfil your holiday, we share this information with third parties relating to your booking (Airlines, transfer companies, Hotels, excursion and ski pack suppliers, etc). Should you make a claim with your travel insurance provider, we may be asked to share details of your booking with them.
Name & email address	To keep you updated with News and Holiday offers via our e-newsletter.	We do not pass on this information on to any third parties other than our e-Marketing partners who fulfill our electronic communications. Information is stored securely. You will not receive any mailings you did not request and can opt-out at any time.
Holiday Payments	We do not store payment and credit card information.	Payment & Credit Card information is not stored by us. We share it with our Payment Provider. Snowscape Ltd are PCI DSS Compliant.
Holiday Questionnaire Scores	To improve our services	Via secure online questionnaire.
Complaints	Contractual obligation	We may share this with third parties relating to your booking

Transfer of data

When you book a holiday with us, we share data with third parties including those within the EEA (European Economic Area) in order to contractually deliver your holiday. This communication is essential to the proper service of our bookings and therefore takes place regardless of the customer's consent to other (non-booking-related) communication. Any information we share with our suppliers (to include airlines, transfer companies, Hotels, incoming agents, excursion and ski pack suppliers) is on a need-to-know basis in order for them to fulfil any part of your holiday.

Retention of data

Snowscape Ltd retains information for seven years from our point of last contact or for as long as we consider necessary. We will update your information whenever we can to keep it current, accurate and complete. We hold this information to support our legal and regulatory requirements. If you object to this retention, please contact us.

Securing your information

Snowscape Ltd stores your data securely.

Site Visits, Cookies and Log Files

To make our websites work properly, we sometimes place small data files called cookies on your device when you visit the site. Most websites do this too.

Cookies identify your computer or device but not you personally and may remember your preferences (for example, language, font, display preferences) and enable us to perform analysis on the way our site is used (for example, navigation and clickstream data such as your IP address, browser, operating System, time and date and the site from which you came) and to improve the operation of our site.

We use cookies to track the number of visitors to this site and for website and system administration, research and development, anonymous user analysis, and to provide accurate statistics. This information is kept on a secure dedicated server. These cookies are not used for any purpose other than those described here. Enabling these cookies is not strictly necessary for the website to work but it will provide you with a better browsing experience.

You can delete or block these cookies but if you do that some features of our websites site may not work as intended. You can set your web browser to accept or refuse all or some cookies, choose which cookies you want or don't want, or ask to be notified when a cookie is set. Check your browser for how to do this.

Links

Our websites may contain links to other websites, the content of which are outside of our control. Please note that Snowscape Ltd is not responsible for the privacy practices of external sites. It is your responsibility to check the status of these sites and to check the privacy policy of external sites that collect personally identifiable information.

Contact details

We recognise that you may have questions on how we process and/or store your data or may want to change either the data we hold on you or how we communicate with you in the future. If you have given consent for processing, you are free to withdraw that consent. If you have any questions in respect of this notice, or would like to exercise your rights as a data subject (for example, to correct data or to exercise your right to access or erasure), please contact us :

- Snowscape Ltd, 30 Park Avenue, Worcester, WR3 7AH
- Email : skiandboard@snowscape.co.uk.
- Our Data Protection Officer (DPO) is contactable via the same email and address

If you are unhappy that we have responded to your query adequately, or if you have a further complaint, The Information Commissioner's Office can be contacted at www.ico.org.uk.