

Off The Beaten Tack Privacy Policy

Off The Beaten Tack (OTBT) recognises how important it is to keep any information we collect about you safe. How we collect your information and what we use your information for is detailed in this Privacy Policy. When you use our website, social media sites or contact us by e-mail you agree to accept our Privacy Policy.

GDPR Registration

Our data handler has registered with the Information Commissioners Office as required by the General Data Protection Regulations (GDPR)

Data Controller:	Mr Paul Elliott
Registration Number	ZA308942

How to find out what information we store about you

At any time, you can ask to see the personal information we have on our records about you, including any correspondence we have had with you. To collect this information for you, we charge a nominal administration fee of 10€. You can request this information by writing to:
OTBT, Britannia House, Turnpike Hill, Marazion, Cornwall, England, TR170BZ

How do we protect your information?

All personal information we store about you will be saved securely and retained only as long as necessary to fulfil the purpose of your booking. To comply with UK and Greek accounting policies, we will keep the booking information we hold about you for a period of seven years. After this period your information will be securely disposed of.

The following is a broad description of the way OTBT process personal information:

Reasons/purposes for processing information

We process personal information to enable us as to promote and advertise our services; take bookings and payments from customers, maintain our own accounts and records; and support and manage our employees.

Type/classes of information processed.

We process information relevant to the above reasons/purposes. This may include:

- personal details
- financial details

We also process sensitive classes of information that may include:

- physical health details (disability related to ensure the sailing trip is suited to individuals)

Who the information is processed about.

We process personal information about:

- customers and prospective customers
- professional advisers and consultants
- enquirers
- suppliers
- employees

Who the information may be shared with.

We sometimes need to share the personal information we process with the individuals themselves and also with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA).

What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary we may share information with:

- business associates
- suppliers of goods or services
- financial organisations (for credit card or bank payments)

- debt collection and tracing agencies
- local and central government
- current, past and prospective employers
- other companies in the same group

If required by law we are obliged to share information with:

- local and central government
- police forces
- security organisations

Transfers

It may sometimes be necessary to transfer personal information overseas. When this is needed information is only shared within the European Economic Area (EEA). Any transfers made will be in full compliance with all aspects of the data protection act.

Keeping your information safe.

We treat the security of storing your personal information seriously. All data stored on our servers is kept secured to current PCI standards, a certificate of conformity is available if required.

How long do we keep your information?

If we have entered into a contract with you and received payment for goods/services provided, it is necessary to keep your information for up to 7 years to satisfy HMRC tax regulations.

If you subscribe to a mailing list, the information is kept until you unsubscribe from the list. It is then irrevocably deleted. Subscribers to our marketing updates have the facility to unsubscribe at any time.

Access to your information and other rights.

You have a right to access the information that we hold about you and to receive a copy. You should submit your request to us in writing, by post.

You can also request us to:

- Correct any information that you believe is incorrect or incomplete
- Erase information we hold about you although you should be aware that for legal reasons (tax and accounting as mentioned above) we may be unable to erase certain information.

Use of photography for promotional use

Any image or video featuring your trip, may be used for the purpose of marketing and advertising by OTBT in both printed materials and online on a lifetime royalty free basis.

Cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. OTBT does not currently use Cookies.

Disclaimer

OTBT cannot be held responsible for any information you or other customers may publish on public areas of the OTBT website or on public social media sites or blogs such as facebook, twitter and Instagram.

Changes to this privacy policy

To improve our Privacy Policy, we may amend it at any time.