

Privacy Notice

Your privacy is important to us at Off the Page Ltd. We are defined as a data controller by the EU General Data Protection Regulation 2016 (GDPR). As such, we are happy to explain what data we collect and how we use it.

What data do we collect?

We collect only as much data as necessary to fulfil our contractual obligations to you, such as providing a quote or leading a day in schools. This information may include:

- Your name
- Your e-mail address
- Your contact phone number

You may be asked for this information on our website, via e-mail or by phone. You are not obligated to provide it – although we may not be able to provide the best customer service we can without it. We ask for your information only so we can understand your needs and provide you with more information for the products and services you have requested.

We also collect anonymous data from anyone who visits our website. Off the Page uses Google Analytics and Cookies for legitimate business purposes: to help inform us how the website is used and how we can improve our services. (Please see our website at www.historyoffthepage.co.uk/privacy-cookies-policy/ for more information about Cookies.)

How do we use your data?

We will not use your data for any purpose other than contacting you about your booking. (Our limited marketing efforts tend to be sent directly to schools rather than to individual teachers.) We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

How do we secure your data?

Your data is stored electronically in the United Kingdom behind passwords. It may also be stored in a Customer Resource Management (CRM) system for internal record keeping. Only essential staff can access your data.

How long do we keep your data?

We will keep your data no longer than three years beyond your last contact with us. That way we can recognize you when you call and remember your preferences, even if you call only every other year or so.

What you can do:

You can contact us at any time to:

- Request access to information that Off the Page has about you
- Correct any information that Off the Page has about you
- Object to Off the Page processing your data
- Object to Off the Page sending you direct marketing
- Delete information that Off the Page has about you

If you have any questions or concerns about the information above, please contact us through any of the means below:

e-mail: office@historyoffthepage.co.uk

phone: 01954 212281

post: Off the Page Ltd., Unit 8, Dry Drayton Industries, Scotland Road, Dry Drayton,
Cambridge CB23 8AT

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible. We will promptly correct any information found to be incorrect.

If you are unhappy with our response, you have the right to file a complaint with the [Information Commissioner's Office](https://ico.org.uk/concerns/). [<https://ico.org.uk/concerns/>]