

# Quantum Sailing and YachtMovers Privacy Policy

Quantum Sailing Limited is a controller of your personal data. We respect your data and your privacy is important to us. This Privacy Statement covers how we, Quantum Sailing Ltd, will collect and process your personal information submitted to us, along with your individual rights and how you can interact with us about your data.

YachtMovers is a trading name of Quantum Sailing, this statement covers all personal data equally, whether collected via interaction with YachtMovers or directly by Quantum Sailing.

## What information we collect and how

We collect information, usually via email or phone, when you place an order with us. We also collect information via our web sites ([www.quantumsailing.co.uk](http://www.quantumsailing.co.uk) and [www.yachtmovers.co.uk](http://www.yachtmovers.co.uk)), when you complete one of our enquiry or signup forms.

When you place an order with us we collect, name, address, contact and payment details (we do not collect or hold any Credit Card details).

If you will be sailing with us, we also collect additional personal information necessary to ensure the safe delivery of our service, such as, health and dietary requirements and emergency contact details of next of kin.

If you complete one of our request forms for quotation or to be added to our Network / Crew Volunteer lists, then we will collect name address and contact details, along with information relating to your sailing experience where appropriate.

## What we do with your information

We use your personal data to enable us to meet all legal and statutory obligations and to deliver the requested service to you. That is:

To provide you with an appropriate quotation or service (sailing experience, yacht delivery, assisted passage etc).

or

To enable us to inform you of suitable crewing on yacht delivery or other sailing opportunities.

We do not use your personal data for any other purpose. We never publish personal data on our web site, photographs are only used with permission and without identifying personal information.

## How long will we keep your personal data?

We keep data no longer than we are legally required to do so or is necessary to delivery the agreed service to you. In particular:

Financial records (i.e. where a service has been purchased) will be kept for a minimum of 6 years (as required by HMRC).

Additional personal information provided prior to sailing with us, for example emergency contact details, will be held until the safe completion of the passage only.

Quotations will be kept for a minimum of one year.

Network / Crewing list data will be kept indefinitely, i.e. until you tell us that you now longer wish to receive our emails with these opportunities. You may unsubscribe from these lists at any point and we may refresh the signup to these from time to time.

We may keep your data for longer if we cannot delete it for legal, regulatory or technical reasons.

## **Distribution of data**

You data will only be shared with third parties where it is necessary to fulfill a legal obligation or is necessary for the delivery of our agreed service to you (for example, to enable RYA certificates to be issued). We will not share your data with any third party marketing companies or anyone outside of the UK.

## **Data Security**

We are committed to keeping the data you provide us secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

## **Your Rights**

You have the right to request a copy of any information that we currently hold about you or to have your data erased. Should you wish to receive, erase or exercise any other rights regarding your personal information, please contact our Data Processing Officer at the following address:

Quantum Sailing Limited, 19 Chilton Close, Abingdon, Oxon, OX14 2AP

or email:

DP-Officer@quantumsailing.co.uk

If you are unhappy with our management of your personal data, you have the right the right to lodge a complaint with the Information Commissioner's Office. See <https://ico.org.uk> for details. Quantum Sailing Limited is registered as a Data Controller with the ICO, reference number ZA357846