

## PRIVACY POLICY

Graceful Sailing ("Graceful Sailing") is committed to ensuring that your privacy is protected. Please read the following Privacy Policy to understand how Graceful Sailing collects, uses and protects the information that you provide to it.

**By providing Graceful Sailing with your personal data, you consent to the collection, use and transfer of your personal data under the terms of this Privacy Policy. This policy, together with our [Terms of Use](#) and Terms and Conditions of Sale sets out the basis on which any personal data Graceful Sailing collects from you, or that will be processed by Graceful Sailing.**

### INFORMATION THAT GRACEFUL SAILING COLLECTS FROM YOU

When you visit this Website or enter your details on this Website, you may be asked to provide certain information about yourself and your company including your name/the company name and contact details. Graceful Sailing may also collect information about your usage of this Website as well as information about you from e-mails or letters you send to it.

### USE OF YOUR INFORMATION

Graceful Sailing gathers this information to allow it to process your enquiries and bookings received from the Website. The relevant information is then used by Graceful Sailing to communicate with you on any matter relating to your enquiry and the provision of goods and/or services generally. Graceful Sailing will also use and analyse the information it collects so that it can administer, support, improve and develop its business. Graceful Sailing may ask you for information when you report a problem with the Website, or in administering debt recoveries, in order to verify your identity.

In particular, Graceful Sailing may use your information to contact you for your views on its goods and/or services and to notify you occasionally about important changes or developments to the Website or its services. Further, where you have consented on the Booking Form or any other means, Graceful Sailing might also use your information to let you know about other products and services which it offers which may be of interest to you and Graceful Sailing may contact you by post, telephone or fax, as well as by e-mail. If you change your mind about being contacted in the future, please let us know by sending an email to [info@gracefulsailing.co.uk](mailto:info@gracefulsailing.co.uk).

### DISCLOSURE OF YOUR INFORMATION

The information you provide to Graceful Sailing will be held on its computers in the United Kingdom and may be accessed by or given to its staff working outside the United Kingdom and third parties who act for it for the purposes set out in this policy or for other purposes approved by you. Graceful Sailing may also pass aggregate information on the usage of our Website to third parties but this will not include information that can be used to identify you.

Where you have consented when providing Graceful Sailing with your details, it may also allow carefully selected third parties to contact you occasionally about products and services, which may be of interest to you. They may contact you by post, telephone or fax, as well as by e-mail. If you change your mind about being contacted by these companies in the future, please contact Graceful Sailing by sending an email to [info@gracefulsailing.co.uk](mailto:info@gracefulsailing.co.uk).

If the business of Graceful Sailing is sold or integrated with another business your details may be disclosed to its advisers and any prospective purchasers and their advisers and will be passed on to the new owners of the business.

Unless required to do so by law, Graceful Sailing will not otherwise share, sell or distribute any of the information you provide to it without your consent.

### COOKIES AND OTHER INFORMATION GATHERING TECHNOLOGIES

Cookies are small amounts of information, which are stored on your computer. Unless you have indicated your objection when disclosing your details to Graceful Sailing, its system will issue cookies to your computer

when you log on to the Website. Cookies make it easier for you to log on to and use the Website during future visits. They also allow Graceful Sailing to monitor website traffic and to personalise the content of the Website for you. You may set up your computer to reject cookies by following these [instructions](#) although, in that case, you may not be able to use certain features on the Website. You should refer to your manufacturer or supplier of your web browser for specific details about cookie security. If you do not wish to receive cookies in the future, you may choose not to receive cookies. However, it is your responsibility to turn off cookies as Graceful Sailing has no control over your access to the Website. Please be aware that the Website will not work and you will not be able to download the booking form on the Website if the cookies are turned off by you.

## **SECURITY AND DATA RETENTION**

The Internet is not a secure medium. However, Graceful Sailing employs security measures to protect your information from access by unauthorised persons and against unlawful processing, accidental loss, destruction and damage. Graceful Sailing will retain your information for a reasonable period or as long as the law requires.

## **ACCESSING AND UPDATING**

You are entitled to see the information held about you and you may ask Graceful Sailing to make any necessary changes to ensure that it is accurate and kept up to date. If you wish to do this, please contact Graceful Sailing. Graceful Sailing is entitled by law to charge a fee of £10 to meet its costs in providing you with details of the information it holds about you.

## **CHANGES TO THIS PRIVACY POLICY**

Any changes to this Privacy Policy in the future will be posted on the Website and, where appropriate, through e-mail notification.

## **CONTACT**

All comments, queries and requests relating to Graceful Sailing's use of your information are welcomed and should be addressed to Graceful Sailing using the contact details provided on the website.