



## Privacy Policy

Outside the Box Services Ltd. Is committed to protecting your privacy, as we describe in the following policy.

Our Managing Director is responsible for all matters concerning the privacy and processing of any personal data, he can be contacted as follows:

Mr Alfie Horn  
Outside the Box Services Ltd.  
6 Victor Road,  
Windsor, Berkshire,  
SL4 3JU  
[info@otbservices.co.uk](mailto:info@otbservices.co.uk)

### Your Rights

The General Data Protection Regulations allow you to have certain rights regarding your data.

- You have the right to request a copy of any data we hold of you.
- You have a right to have any data that is incorrect, corrected.
- You have the right to object to the use of your data.
- You have the right to have your data provided to you to take elsewhere in a suitable format.
- You have the right to have your data deleted in certain circumstances.

### **Personal Information that we will keep when you place an order with us:**

- Your full name.
- Your email address.
- Your phone number, mobile and landline.
- Your invoice and delivery address.

When placing a hire with us we may request more data, such as a copy of your ID, either, UK driving licence or passport.

We will only use this data to fulfil your purchase.

We will enter these details into our secure order management system so that we can provide you with the best service possible and to protect your information. We will only use this data to answer your query or respond to your communication. We will enter these details into our secure Customer Relationship Management system.

We will keep your information until we no longer have any need to communicate with you, and in line with our Data Retention Policy which can be obtained on request.

Where you have made a purchase, we are processing this data because we have a contract with you to supply your purchase and we also have legal obligations to maintain financial information.

As a customer, we may send you important information about your purchase, we do this on the basis of our contract with you.

In the future, we may also send you information that may be of interest to you. We will do this on the basis of our legitimate interest to promote our services. You may opt-out of this information using the link that is provided on any email that you may receive.



## Privacy Policy

The data will not leave the European Union area and is not passed to any third party, other than where required to fulfil our contractual obligations e.g. carrier or where a warranty or product registration requires it.

### **Use of Sub Contractors**

We may use subcontractors to provide some products or services to you. We also may need to share your personal data with these subcontractors so that they can provide services to us. Our subcontractors are not permitted to use such personal data for any other purposes, and we impose confidentiality requirements on their services.

### **Minors/Under 18's**

We request that nobody under the age of 18 orders or hires from us, if a minor requires to place an order with us, we would then request that a suitable adult makes the order on their behalf.

**If a customer asks us to remove their data from our system, then please note that we may not be able to carry out your job, event or hire.**