

OFS Travel Privacy Policy (UK)

Effective Date: 4 August 2025

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OFS Travel (we, us, or our) is committed to protecting your privacy and handling your personal data in compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This Privacy Policy explains how we collect, use, and protect your personal information when you visit our website or use our business travel services.

1. What Information We Collect

We may collect and process the following data:

- Full name, company name, job title
- Contact details (email, phone number)
- Travel preferences and booking history
- Payment details (processed via secure third parties)
- Website usage data (cookies, IP address, browser type)

2. How We Use Your Data

We use your data to:

- Provide and manage business travel bookings
- Respond to enquiries and provide customer support
- Send service updates and relevant marketing (if you opt in)
- Improve our website and services
- Comply with legal and regulatory obligations

3. Legal Basis for Processing

We process your data based on:

- Contractual necessity (e.g. booking travel)
- Legitimate interests (e.g. improving services)

- Consent (e.g. marketing emails)
- Legal obligation

4. Who We Share It With

We may share your data with:

- Airlines, hotels, and travel partners for booking
- Secure payment processors
- IT and website service providers
- Regulators or legal authorities when required

We do not sell your data to third parties.

5. Your Rights

Under UK data protection law, you have the right to:

- Access or correct your data
- Request deletion of your data (right to be forgotten)
- Object to or restrict processing
- Withdraw consent at any time
- Lodge a complaint with the Information Commissioners Office (ICO)

To exercise your rights, contact us using the details below.

6. Data Security

We use encryption, secure servers, and access controls to help keep your data safe.

7. Contact Us

OFS Travel

Grove Technology Park, Wantage, Oxfordshire, OX12 9FF, UK

Email: enquiries@ofstravel.com

Phone: 01235 867400

For data protection matters, you can also contact the Information Commissioners Office at ico.org.uk.