

# Overtime Hotel Privacy Policy

The integrity and safety of user information is very important to us. We are responsible for maintaining the confidentiality and security of the personal data of our guests.

This Privacy Policy applies to all information that Overtime LLC (Overtime Hotel) can receive about a guest when booking a room and / or service on the website <https://overtimehotel.ru>. We can change this policy and, in this regard, we recommend that you re-read it periodically.

## **Collection of personal data.**

Our Site collects and registers personal data provided by you. This happens at the time of filling out the hotel reservation form. Personal information includes any information that is required to identify a person, both physical and legal. This can be a name and surname, organization name, email address, mobile phone number, bank card information. Please note that using our website and providing your personal data, you accept all points of the Privacy Policy and give your consent to our hotel to process your personal data for the purpose of information and reference services, to provide services, as well as to transfer your personal data to third parties to fulfill the above goals. Consent is valid for the period of fulfillment of obligations and may be revoked on the basis of a written application.

Also, personal data may be disclosed in situations prescribed by law, or if the hotel administration decides that it is necessary for the proper passage of legal procedures, to participate in the trial, to enforce the judgment, to perform any legal procedures that are required for interaction between the hotel administration and the user. In no other cases can personal data be disclosed or transferred to third parties.

## **Collection of non-personal information.**

We also collect non-personal data, which includes information about your activity on the Site. So, we register the pages you visited, the links that you clicked on, collect other data about how you used our site. We also receive and save the usual information that your browser transmits to us. This is your address. IP address, the name of your browser, the language you use, the amount of time you spend on our pages. In order for our site to function efficiently, we need to constantly conduct analysis, for which such data is needed. Web analysis requires information that transfers cookies.

## **Using cookies.**

Cookie — this is a small file that contains only one line of characters. Your computer receives this file when you visit a specific site. The next time you visit it, this file will let you know your computer and your browser. Our website also uses cookies, in particular to collect non-personal information and to control user interactions with our website.

## **Contact with us.**

If you want to clarify anything, withdraw your consent to the processing of your personal information, ask us a question or make an offer on the Privacy Policy, then you can send us an email at: [overtimehotel@mail.ru](mailto:overtimehotel@mail.ru).