Otherlands Publishing Ltd – Privacy Policy

Website privacy notice | Updated draft for review

Last updated: 11 November 2026

Important – complete the remaining items before publication

This draft has been populated with the company details shown on the Companies House public register. It assumes this website is currently an informational publishing website, with no online checkout and no newsletter or mailing list.

One essential contact detail remains outstanding: add a monitored email address for privacy enquiries. Also check the live WordPress installation, hosting account, plugins, cookie banner, forms, analytics, embedded content and security services. The policy must describe what the live website actually does; this document cannot determine those technical details from the company register.

Do not publish this draft with square-bracketed placeholders or unverified statements. The publisher's checklist at the end is for internal use and should be removed from the public-facing policy.

1. Who we are

This website, https://otherlandspublishing.com (the "Website"), is operated by OTHERLANDS PUBLISHING LTD ("Otherlands Publishing", "we", "us" or "our").

Company number: 14782803 (registered in England and Wales).

Registered office: Ty Merlin, Caerphilly Business Park, Van Road, Caerphilly, Wales, CF83 3GS.

For the purposes of UK data protection law, OTHERLANDS PUBLISHING LTD is the data controller for personal information collected through the Website, where we decide why and how that information is used.

Privacy contact: [INSERT PRIVACY CONTACT EMAIL]. Please use this address for privacy questions and requests relating to your personal information.

2. Personal information we may collect

The information we collect depends on how you use the Website. It may include:

- Information you provide when contacting us, such as your name, email address and the contents of your message, if you email us or use a contact form (if available).
- Technical and usage information, such as IP address, browser type, device information, operating system, pages visited, dates and times of visits, referring website and diagnostic or security log information. This may be collected by WordPress, our hosting provider or website security tools.
- Information submitted in website comments, but only if comments are enabled and you choose to post one. Comment and anti-spam functionality may process technical information as well as the information you submit.

We do not ask you to provide special category or sensitive personal information through the Website. Please do not send such information unless it is genuinely necessary for your enquiry.

3. How we use personal information and our lawful bases

We use personal information only where we have a lawful basis under UK data protection law. Depending on the circumstances, these bases may include:

- Responding to a message or enquiry you send us. This will generally be necessary for our legitimate interests in handling correspondence, or to take steps at your request before entering into a contract where relevant.
- Operating, maintaining and securing the Website; diagnosing technical problems; preventing spam, fraud, abuse or unauthorised access; and maintaining backups. This will generally be necessary for our legitimate interests in running a secure and reliable publishing website.
- Complying with legal obligations, where we are required to retain or disclose information by law.

Where we rely on legitimate interests, we consider your rights and interests and use information in a way we believe is proportionate to those interests.

4. No current online shop or mailing list

At the date of this policy, the Website does not offer online checkout or take payments for orders, and we do not currently operate a newsletter or email marketing mailing list through the Website.

If we introduce online sales, we will update this policy and provide relevant information at the point of purchase before collecting order information. This will explain the information needed to process orders, take payment through a payment provider, arrange delivery, manage returns and meet legal, tax and accounting obligations.

If we introduce a newsletter or mailing list, we will provide a clear privacy notice at sign-up explaining what information is collected, what communications subscribers will receive, the lawful basis for sending them, and how to unsubscribe. We will update this policy accordingly.

5. Cookies and similar technologies

Cookies are small text files placed on your device. The Website may use cookies or similar technologies provided by WordPress, its plugins, the hosting environment or third-party services. The exact cookies depend on the Website's configuration.

Some cookies or similar technologies may be strictly necessary to provide a service you request, maintain essential Website functions or protect the Website. Other technologies, including certain analytics, advertising or embedded-media technologies, may require your consent under applicable UK rules before they are used.

You can manage cookies through the Website's cookie controls, where provided, and through your browser settings. Blocking some cookies may affect how parts of the Website work.

Before publication, we will check the live Website and its plugins and ensure any cookie banner or consent tool accurately describes the technologies in use and blocks non-essential technologies until consent where required. This policy is not a substitute for an accurate cookie notice or cookie list if one is required.

6. Who we share personal information with

We do not sell personal information. We may share information where necessary with service providers who help us operate and protect the Website, such as web-hosting, website maintenance, security, backup, spam-prevention and email providers. They should process information only as necessary to provide their services and protect it appropriately.

We may also disclose information if required by law, to establish or defend legal claims, to protect people or the Website, or as part of a business sale or reorganisation where permitted by law.

The actual providers used by this Website have not been confirmed for this draft. Before publication, add or identify relevant providers where appropriate, including the web host, contact-form provider, spam-prevention service, analytics provider, backup provider and any embedded-content services.

7. International transfers

Some providers may store or access personal information outside the United Kingdom. If personal information is transferred outside the UK, we will ensure that a lawful transfer mechanism and any required safeguards are in place under UK data protection law.

The Website's hosting and plugin providers and their data locations have not yet been confirmed for this draft. Check their arrangements before publication and amend this section to reflect the actual position.

8. How long we keep personal information

We keep personal information only for as long as reasonably necessary for the purpose for which it was collected, including to meet legal, security, accounting or reporting requirements.

Enquiry correspondence, technical logs and backups may be subject to different retention periods. The specific periods must be set after checking the email, hosting, security and backup services used by the Website. Before publication, insert the actual retention periods or a sufficiently clear description of the criteria used to determine them. Information should be securely deleted or anonymised when no longer needed.

9. How we protect personal information

We use appropriate technical and organisational measures designed to protect personal information against accidental loss, misuse, unauthorised access, alteration or disclosure. These measures may include access controls, software updates, security monitoring and backups, depending on the Website's configuration.

No website or internet transmission can be guaranteed to be completely secure. You should take care when sending information online and avoid including unnecessary sensitive information in messages.

10. Your data protection rights

Under UK data protection law, you may have the right, depending on the circumstances and subject to applicable conditions and exemptions, to:

- request access to the personal information we hold about you;

- request correction of inaccurate or incomplete information;
- request erasure of your personal information;
- request restriction of our use of your personal information;
- object to processing based on our legitimate interests; and
- request the transfer of certain information you provided to us to you or another organisation in a commonly used, machine-readable format.

If we rely on consent, you may withdraw it at any time. This will not affect the lawfulness of processing before consent was withdrawn. To exercise your rights, contact [INSERT PRIVACY CONTACT EMAIL]. We may need to verify your identity. We will respond within the time required by law.

11. Complaints

If you have a concern about how we use your personal information, please contact us first at [INSERT PRIVACY CONTACT EMAIL] so that we can try to resolve it.

You also have the right to complain to the Information Commissioner's Office (ICO), the UK's independent data protection regulator. Website: https://ico.org.uk/make-a-complaint/. Telephone: 0303 123 1113.

12. Links and third-party content

The Website may contain links to other websites. If we use embedded content, such as videos, maps or social media features, the relevant third-party service may collect information about your device or use cookies when the content is displayed or used. Those third parties operate under their own privacy and cookie notices. We are not responsible for the privacy practices of websites or services we do not operate.

13. Changes to this policy

We may update this policy to reflect changes to the Website, our services or legal requirements. The latest version will be published on the Website with its revision date. If we make a significant change to how we use personal information, we will take appropriate steps to bring it to your attention.

14. Contact details

OTHERLANDS PUBLISHING LTD

Company number: 14782803

Registered office: Ty Merlin, Caerphilly Business Park, Van Road, Caerphilly, Wales, CF83 3GS

Website: https://otherlandspublishing.com

Privacy email: [INSERT PRIVACY CONTACT EMAIL]

Publisher's pre-publication checklist – remove from public version

- Insert a monitored privacy contact email address. Do not publish while this placeholder remains.
- Check the WordPress site for contact forms, comments, analytics, advertising, social media embeds, video embeds, security, anti-spam and backup plugins.
- Confirm the hosting, email, backup and plugin providers, where they process/store data, and whether any transfers outside the UK occur.
- Set actual retention periods for enquiries, technical logs and backups and make sure they are followed.
- Check whether cookies or similar technologies are set before consent. Configure the cookie banner and cookie list to match the live site and applicable UK rules.
- Publish the policy at a clear URL, link it in the Website footer, and link it wherever personal information is collected.
- Remove this internal checklist from the public version.
- Update the policy before launching online checkout, customer accounts, newsletter subscriptions, marketing, or other new collection/use of personal information.

Drafting note: This is a practical template, not legal advice or a guarantee of compliance. The final policy must accurately reflect the live Website and the company's actual data practices.