

learning Moves

PENELOPE J SMITH

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Data Protection Act 2018

As a small self-employed business (trading under the name of Learning Moves) I am not obliged to register with the Information Commissioners Office for the purposes of data protection. However, Learning Moves will adhere to the principles of the Act and I need your permission to retain your name, address, postcode, email and telephone number as data stored on my database.

I need this information to inform you of events. The data will be used only for the efficient running of Learning Moves and not given to any person not involved in the administration of the business.

- I will never share your personal data with third parties for their own marketing purposes.
- Any marketing messages are sent by me, however I may tell you about third party special offers in some of these messages, or send links that you specifically request or authorise.
- You are always in control of your preferences and you can decline to have your information stored, ask to view the data I hold on file about you, or unsubscribe by sending a written request to me at any time. However it is a safety requirement that you provide information about your health and fitness contained in the medical questionnaire (PARQ) before taking part in exercise sessions.
- Should you cease taking part in Learning Moves classes I will keep your details on file and continue to send you information for a maximum period of 12 months from the date of your last class, unless you have specifically requested otherwise in writing as above.
- After the elapsed time, or following a request to remove, your details will be deleted from my database and any paper documents containing them will be shredded.

Penny Smith