

Privacy Policy

This Privacy Policy is dated 31st March 2022.

Introduction

I appreciate that you have chosen to place your trust in Function & Fitness when sharing your personal data. The security of that data is very important to us. We are committed to respecting the privacy of our customers and protecting any personal or sensitive commercial information that you choose to share with us. As part of this, we have posted this policy to help you understand what information we may collect from you and how we handle that information. We will also explain what rights you have with regards to your personal data and how you can exercise those rights.

Who we are

Function & Fitness is the registered name of the website through which I carry out all our online business. Stephen Woodus is the data controller for the company, who determines what data is collected by the organisation, how this data is going to be used and how this data is to be protected.

My registered office address is:

Function & Fitness - Function & Fitness, Flat 3, 353 West Wycombe Road, High Wycombe, HP12 4AD

If you have questions about how we process personal data, or would like to exercise your data **subject rights, please email us at stephen@functionandfitness.co.uk**

COMPANIES AND WEBSITES WITHIN SCOPE

The following companies and websites are within the scope of this privacy policy: Function and Fitness - <https://functionandfitness.co.uk>

Unless specifically stated, we consider this website to be UK based websites, see

'Storage of Personal Data' section below for more information on non-EU processing.

This policy also covers any additional personal data collected in the following online web applications:

COLLECTION OF PERSONAL INFORMATION

We collect personal data from you for one or more of the following purposes:

To provide you with the information that you have requested or which we think may be relevant to a subject in which you have demonstrated an interest;

To initiate and complete commercial transactions with you, or the entity that you represent, for the purchase of products and/or services;

To fulfil a contract that we have entered into with you or the entity that you represent;

To ensure the security and safe operation of our websites and underlying business infrastructure, and

To manage any communication between you and us.

The 'Lawful basis for the processing of personal data' section below provides more detail about the data that I collect for each of these purposes, the lawful basis for doing so and the period for which we retain each type of data.

Technical Information

In addition, and to ensure that each visitor to our website can use and navigate the site effectively, we will collect the following:

- Technical information, including the IP address used to connect your device to the internet
- Your login information, browser type and version, time zone setting, browser plug-in type and version
- Operating system and platform
- Information about your visit, including the URL clickstream to, through and from our site

LAWFUL BASIS FOR THE PROCESSING OF PERSONAL DATA (EEA VISITORS ONLY)

My legal basis for collecting and using personal information will depend on the personal information being collected and the specific context in which I collect it. However, I will normally collect personal information from you only:

- where we need the personal information to perform a contract with you
e.g. to enrol you on a course of treatment or provide you with relevant materials
- where the processing is in our legitimate interests and is not overridden by your rights or
- where we have your consent to do so

In some cases, we may also have a legal obligation to collect personal information from you.

If we ask you to provide personal information to comply with a legal requirement or to perform a contact with you, we will make this clear at the relevant time and advise you whether the provision of your personal information is mandatory or not (as well as the possible consequences if you decide not to provide it). If we collect and use your personal information in reliance on our legitimate interests (or those of a trusted third party), this interest will normally be to operate our platform and communicating with you as necessary to provide our services to you and for our legitimate commercial interest e.g. when responding to your queries, undertaking marketing or for the purposes of detecting or preventing illegal activities. We may have other legitimate interests and, if appropriate, we will make this clear to you at the relevant time. If you have questions about, or need further information on which we collect and use your personal information, please contact using

STORAGE OF PERSONAL DATA

Function & Fitness is a UK-domiciled organisation whose primary offices are in the UK. The personal information you provide to us is stored within secure servers. I use appropriate technical and organisational measures to protect the personal information that we collect and process about you. The measures we use are designed to provide a level of security appropriate to the risk of processing your personal information.

If we have provided you with, or you have chosen, a password so that you can access certain parts of our site, it is your responsibility to keep this password confidential. Note that the transmission of any information across the internet (including via email) is not completely secure and therefore, although we endeavour to protect the personal information you have provided to us, we cannot guarantee the security of the data sent to us electronically and the transmission of any such data is entirely at your own risk. We retain the personal information we collect from you where we have an ongoing legitimate business need to do so. However, when we have no ongoing legitimate business or statutory need to process your personal information I will either delete it or sanitise it.

DISCLOSING YOUR INFORMATION

We may disclose your personal information, with your consent.

We may disclose your personal information with:

- third party service providers and partners who provide data processing services to us e.g. to support the delivery of Services, or who otherwise process personal information for purposes that are described in this Privacy Policy
- your employer or your healthcare insurance provider
- partners with whom we work to provide Services
- any law enforcement agency, court, regulator, government authority or third party where I believe this is necessary to comply with a legal or regulatory obligation or otherwise protect my rights or the rights of any third party and
- to any other person with your consent to the disclosure.

OPT-OUT

If you do not want us to use your data for any marketing purposes, you can withhold your consent to this when you provide your details to us. If we ever send you information by e-mail, we will provide you with an e-mail address by which you may request no future notices. Users may also opt-out of receiving future mailings by sending an e-mail to stephen@functionandfitness.co.uk

COOKIES AND TRACKING TECHNOLOGY

Cookies are pieces of information transferred to your hard drive when you visit our site that automatically identify your browser to our server whenever you interact with our site. A cookie cannot read data off your hard disk or read cookie files created by other websites. Our site may use "cookie" technology to improve visitors' online experience. Our site may also collect information utilising methods such as "refers", IP addresses, and environment variables. The environment variables our site gathers include time, type of Web browser being used, the operating system/platform, and CPU speed. This information is used in identifying broad demographic trends and may be used to provide information tailored to an individual visitor's interests. We do not extract information about individual users or their computers during this process. We may monitor a visitor's use of the Site, and use or disclose any information gathered as part of our evaluation of the service to satisfy any law, regulation or other government request, and to operate the service properly and efficiently. Most browsers are initially set to accept cookies but can be configured to refuse cookies or warn you before cookies are placed on your computer.

If you refuse cookies, you may not be able to take full advantage of our site. You may be required to accept cookies to complete certain actions on our website. You do not need to have cookies turned on, however, to use our website.

CHILDREN'S PRIVACY

Our Site does not target and is not intended to attract children under the age of 16. Patricia Griffiths does not knowingly solicit personal information from children under the age of 16 or send them requests for personal information.

LINKS TO THIRD PARTY SITES

The Site may contain links to websites operated and maintained by third parties, over which we have no control. Privacy policies on such linked sites may be different from our privacy policy. We do not maintain any responsibility for information given to one of our partner sites. Should a visitor be asked for information on a site, whether it be through a banner or another link on the site, we strongly recommend such visitor read the privacy policy at that site before providing any information.

SOCIAL NETWORKING

This website may offer you the opportunity to share or follow information about us (or the website or our Services) using third party social networking functionality. We offer this functionality to generate interest in us, the website and our services among the members of your social networks and to permit you to share and follow opinions, news and recommendations about us with your friends and colleagues. However, you should be aware that sharing personal or non-personal information with a social network may result in that information being collected by the social network provider or result in that information being made publicly available, including through internet search engines.

Please note that we do not exercise, endorse or control the policies or practices of any third party social network whose functionality you may access through the website. You should always read the Privacy Notice of any social network through which you share information carefully to fully understand their specific privacy and information usage practices.

INTERNATIONAL DATA TRANSFERS

For some of my Services, your personal information may be transferred to, and processed in, countries outside of the EEA. However, we have taken appropriate safeguards to require that your personal information will be protected in accordance with this Privacy Policy.

YOUR RIGHTS AS A DATA SUBJECT

You have the following data protection rights:

- If you wish to access, correct, update or request deletion of your personal information, you can do so at any time by contacting us using the contact details provided below.
- In addition, you can object to processing of your personal information, ask me to restrict processing of your personal information or request portability of your personal information. Again, you can exercise these rights by contacting me using the contact details provided below.

You have the right to opt-out of marketing and telemarketing communications we send you at any time. You can exercise this right by clicking on the "Manage your Marketing Preferences" link in the marketing e-mails I send you and by sending an opt out e-mail to stephen@functionandfitness.co.uk

- Similarly, if we have collected and process your personal information with your consent, then you can withdraw your consent at any time. Withdrawing your consent will not affect the lawfulness of any processing I conducted prior to your withdrawal, nor will it affect processing of your personal information conducted in reliance on lawful processing grounds other than consent.
- You have the right to complain to a data protection authority about my collection and use of your personal information. For more information, please contact your local data protection authority.

I respond to all requests I receive from individuals wishing to exercise their data protection rights in accordance with applicable data protection laws.

CHANGES TO THIS PRIVACY POLICY

I reserve the right, at any time and without notice, to add to, change, update or modify this Privacy Policy, simply by posting such change, update or modification on my site. Any such change, update or modification will be effective immediately upon posting on the site. I encourage you to periodically review this Privacy Policy to keep apprised of my current privacy practices.

CONTACT US

Any comments, questions or suggestions about this Privacy Policy or our handling of your personal data should be emailed to stephen@functionandfitness.co.uk . Alternatively, you can contact me at using the following postal address or telephone number:

Stephen Woodus

Function & Fitness, Flat 3, 353 West Wycombe Road, High Wycombe, HP12 4AD
Telephone: +44 (0)7917 416895

COMPLAINTS

Should you wish to discuss a complaint, please feel free to contact us using the details provided above. All complaints will be treated in a confidential manner. If you feel dissatisfied with our handling of your data you are entitled to escalate your complaint to a supervisory authority within the European Union.

For the United Kingdom, this is the Information Commissioners Office (ICO) who is also our lead supervisory authority. Its contact information can found at

<https://ico.org.uk/global/contact-us/>