

PRIVACY POLICY, COPYRIGHT AND COMPANY REGISTRATION DETAILS

We are committed to safeguarding the privacy of our clients and we want you to feel secure whilst engaged with us in business.

This policy sets out how we will treat your personal data.

PERSONAL DATA THAT WE COLLECT

We may collect, store and use the following kinds of personal data:

- Data about you (including your Name, Email Address, Contact Number and Address).
- Data that you provide to us for the purpose of engaging with us in accordance to legislation to use our swimming lesson services.
- Data that you provide to us for the purpose of subscribing to our online services, email notifications and/or newsletters.
- Any other data that you choose to send to us.

HOW WE USE YOUR PERSONAL DATA

Personal data submitted to us will be used for the purposes specified in this privacy policy or in relevant parts of the services we provide.

We may use your personal data to:

- Enable your use of our services
- Enable you access to the venues where we teach lessons
- Send you general (non-marketing) commercial communications such as booking confirmations, receipts or renewal documentation.
- Send you email notifications which you have specifically requested or required to alert you to important documents.
- Send to you our newsletter and other marketing communications relating to our business.
- Deal with enquiries made by you in relation to our services
- We will never provide your personal data to any third parties for the purpose of direct marketing.

UPDATING DATA

Please let us know if the personal data which we hold about you needs to be corrected or updated by emailing info@swimmingrocks.co.uk

DISCLOSURES

Swimming Rocks Limited is registered under the data protection laws in the United Kingdom and takes all reasonable care to prevent any unauthorised access to your personal data.

We may disclose information about you to any of our employees, officers, agents, suppliers or subcontractors insofar as reasonably necessary for the purposes of engaging in business as set out in this privacy policy.

In addition, we may disclose your personal data:

- To the extent that we are required to do so by law;
- In connection with any legal proceedings or prospective legal proceedings;
- In order to establish, exercise or defend our legal rights (including providing data to others for the purposes of fraud prevention and reducing credit risk);
- To the purchaser (or prospective purchaser) of any business or asset which we are (or are contemplating) selling; and
- To any person who we reasonably believe may apply to a court or other competent authority for disclosure of that personal data where, in our reasonable opinion, such court or authority would be reasonably likely to order disclosure of that personal data.
- Except as provided in this privacy policy, we will not provide your data to third parties.

SECURITY OF YOUR PERSONAL DATA

- We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal data.
- We will store all the personal data you provide on our secure (password- and firewall - protected) servers. All electronic transactions you make to or receive from us will be encrypted using SSL technology.
- We use a centralised booking system called Course Pro that is fully compliant with all GDPR legislation, data protection and data processing. If you would like more information regarding this system, please email gdp@swimmingrocks.co.uk
- When we transmit sensitive data (such as business accounts or personal tax data) over the internet, we post this data securely to our client portal, that is protected through the use of encryption, such as the Secure Socket Layer (SSL) protocol.
- You are responsible for keeping any Homeportal access password and user details confidential. We will never ask you for your password

POLICY AMENDMENTS

- We may update this privacy policy from time-to-time by posting a new version on our website.
- You should check this page occasionally to ensure you are happy with any changes.
- We may also notify you of changes to our privacy policy by email.

YOUR RIGHTS

You may instruct us to provide you with any personal data we hold about you. Provision of such data will be subject to:

- The supply of appropriate evidence of your identity (for this purpose, we will usually accept a photocopy of your passport certified by a solicitor or bank plus an original copy of a utility bill showing your current address)
- We may withhold such personal data to the extent permitted by law.
- You may instruct us not to process your personal data for marketing purposes by email at any time. In practice, you will usually either expressly agree in advance to our use of your personal data for marketing purposes, or we will provide you with an opportunity to opt-out of the use of your personal data for marketing purposes.
- You may instruct us to remove personal data under your rights of the General Data Protection Regulation. Any removal will be limited to regulatory compliance and what is permitted by law.

THIRD PARTY WEBSITES

The company website contains links to other websites. We are not responsible for the privacy policies or practices of third party websites.

CONTACT

If you have any questions about this privacy policy or our treatment of your personal data, please write to us by email to gdpr@swimmingrocks.co.uk or by post to Swimming Rocks Limited, 56 Wood lane, London W12 7SB

DATA CONTROLLER

The data controller responsible in respect of the data collected is Swimming Rocks Limited

Swimming Rocks Limited are a limited company registered at Companies House in England & Wales (Registration number: 06636599). Swimming Rocks registered address is Lancashire Gate, 21 Tiviot Dale, Stockport, Cheshire, SK1 1TD United Kingdom and its Head Office address is 56 Wood lane, London W12 7SB