

## **Privacy Policy Rose Li School of Martial Arts**

The Rose Li School ("We") are committed to protecting and respecting your privacy. We are martial arts school and collect the personal data to allow us to undertake our business and ancillary services. This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us.

**For the purposes of data protection legislation in force the data controller is Maurice Passman.**

How to contact us:

Tel: 07767 922 192

Email: [mpassman@roselischool.org](mailto:mpassman@roselischool.org)

### **Information you give to us or we collect about you and how we use it**

This is information about you that you give us by filling in forms on our site [www.roselischool.org](http://www.roselischool.org) or by corresponding with us by phone, e-mail or otherwise. It includes information you provide when you register for a class on our site when you make a purchase from our website, attend our events, participate in discussion boards, sign up to news letters or other social media functions on our site and when you report a problem with our site. This information includes:

- Contact details (e.g. name, email address, telephone number)
- Payment details (e.g. credit card details)
- Health and lifestyle information (current and past illnesses/ injuries, movement/martial arts background)

We understand that your health and lifestyle information is sensitive data. We collect this data to ensure that your health and safety is always at the forefront of any service we offer. This ensures that tuition can be tailored to your requirements and, if needs be, that we may suggest that you approach a medical or health professional prior to undertaking any of our courses or that you do not undertake any tuition with us.

Class registration on our website is administered by a third-party company, [TeamUp](#). Payments through the TeamUp system are processed by [GoCardless](#). Each of these companies have their individual privacy policies.

We use a third-party service, [Google Analytics](#) via [Weebly](#), to collect standard internet log information and details of visitor behaviour patterns from our website. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website. You can find more information on how cookies are used on this website in the Cookies Policy below.

Information about our services and products that may be of interest of you may be sent you if you have consented to receive our newsletter. This newsletter is administered via a third-party

company, [Mailerlite](#). You can stop us from contacting you for marketing purposes by contacting the Rose Li School at [roselischool.org@gmail.com](mailto:roselischool.org@gmail.com).

## **Access to Your Personal Information**

You are entitled to access the personal information that we hold. Email your request to our data protection officer [mpassman@roselischool.org](mailto:mpassman@roselischool.org). You may obtain further information regarding compliance and the information we hold from the [ICO](#)

## **Changes to this Privacy Notice**

We keep our privacy notice under regular review. This privacy notice was last updated on 18 May 2018.

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## **Cookies Policy**

We use a system of classifying the different types of cookies which we use on the Website, or which may be used by third parties through our websites. The classification was developed by the International Chamber of Commerce UK and explains more about which cookies we use, why we use them, and the functionality you will lose if you decide you don't want to have them on your device.

### **What is a cookie?**

Cookies are text files containing small amounts of information which are downloaded to your personal computer, mobile or other device when you visit a website. Cookies are then sent back to the originating website on each subsequent visit, or to another website that recognises that cookie. Cookies are useful because they allow a website to recognise a user's device.

### **How long are cookies stored for?**

Persistent cookies - these cookies remain on a user's device for the period of time specified in the cookie. They are activated each time that the user visits the website that created that particular cookie.

Session cookies - these cookies allow website operators to link the actions of a user during a browser session. A browser session starts when a user opens the browser window and finishes when they close the browser window. Session cookies are created temporarily. Once you close the browser, all session cookies are deleted.

Cookies do lots of different jobs, like letting you navigate between pages efficiently, remembering your preferences, and generally improve the user experience.

You can find more information about cookies at:

[www.allaboutcookies.org](http://www.allaboutcookies.org) and [www.youronlinechoices.eu](http://www.youronlinechoices.eu)

## **Cookies used on the Website**

A list of all the cookies used on the Website by category is set out below.

### **Strictly necessary cookies**

These cookies enable services you have specifically asked for. These cookies are essential in order to enable you to move around the Website and use its features, such as accessing secure areas of the Website.

### **Performance cookies**

These cookies collect anonymous information on the pages visited. By using the Website, you agree that we can place these types of cookies on your device.

These cookies collect information about how visitors use the Website, for instance which pages visitors go to most often, and if they get error messages from web pages. These cookies don't collect information that identifies a visitor. All information these cookies collect is aggregated and therefore anonymous. It is only used to improve how the Website works.

### **Functionality cookies**

These cookies remember choices you make to improve your experience. By using the Website, you agree that we can place these types of cookies on your device.

These cookies allow the Website to remember choices you make (such as your user name, language or the region you are in) and provide enhanced, more personal features. These cookies can also be used to remember changes you have made to text size, fonts and other parts of web pages that you can customise. They may also be used to provide services you have asked for such as watching a video or commenting on a blog. The information these cookies collect may be anonymised and they cannot track your browsing activity on other websites.

### **Third party cookies**

These cookies allow third parties to track the success of their application or customise the application for you. Because of how cookies work we cannot access these cookies, nor can the third parties access the data in cookies used on our site.

For example, if you choose to 'share' content through Twitter or other social networks you might be sent cookies from these websites. We don't control the setting of these cookies, so please check those websites for more information about their cookies and how to manage them.

## Retention of your data: Further Information

We understand our legal duty to retain accurate data and only retain personal data for as long as we need it for our legitimate business interests and that you are happy for us to do so. Accordingly, we have a data retention policy and run data routines to remove data that we no longer have a legitimate business interest in maintaining.

## Your rights

**The GDPR provides you with the following rights. To:**

- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party in certain formats, if practicable.
- **Make a complaint** to a supervisory body which in the United Kingdom is the Information Commissioner's Office. The ICO can be contacted through this link: <https://ico.org.uk/concerns/>

### Access to information

The Data Protection Act 1998 and the GDPR give you the right to access information held about you. We also encourage you to contact us to ensure your data is accurate and complete. Your right of access can be exercised in accordance with the Act/GDPR.

A subject access request should be submitted to [mpassman@roselischool.org](mailto:mpassman@roselischool.org)

### Changes to our privacy notice

Any changes we make to our privacy notice in the future will be posted on our website and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to our privacy notice.

## **Contact**

Questions, comments and requests regarding this privacy notice are welcomed and should be addressed to [mpassman@roselishool.org](mailto:mpassman@roselishool.org)