ABBYFIT & NOURISHED Privacy Notice

*This Privacy Notice was last updated in January 2021*

**Introduction**

This Privacy Notice only applies to ABBYFIT & NOURISHED’S activities and its website. Where links are provided from our websites to third party websites or partnership websites, ABBYFIT & NOURISHED is not responsible for those websites and a link to them does not imply endorsement. This Privacy Notice is governed by the laws of England and Wales.

**Our contact details**

**Name:** ABBYFIT & NOURISHED

**Address:** No. 3 Manor Gardens, Haseley Manor, Hatton, Warwickshire, CV35 7LX

**Web:** <https://www.abbyfitandnourished.com/>

**Phone Number:** +447939112646

**E-mail:** abbyfitandnourished@gmail.com

**The type of personal information we collect and how we get it**

We currently collect and process the following information:

* Your name and contact details submitted by you when you make an enquiry for: information, subscription, advice or become a client of Abby Fit & Nourished
* If you become a client, we will collect medical and health details to enable ABBYFIT & NOURISHED to provide appropriate advice
* We may also collect personal payment details (including credit card or bank information), comments, feedback, product reviews, recommendations, photographs and personal profile.
* We may also collect personal contact details and payment details for our contracted suppliers to administer our pre-contract and contractual supplier/customer obligations
* We may supplement the information you provide with data from the public domain, such as Google, Companies House and other public databases
* When you use our websites, like most websites, ours uses ‘cookies’ to help us make our websites, and your user experience, better. Cookies mean that a website will remember you. They are small text files that sites transfer to your computer/tablet/smartphone and make interacting with a website faster and easier*.* Our websitecollects the Internet protocol (IP) address used to connect your computer to the Internet; we may also use software tools to measure and collect session information, including page response times, length of visits to certain pages, page interaction information, and methods used to browse away from the page.

**How we use the personal information**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

* When you contact us to become a client, we collect personal details including contact and health information to enable us to provide nutrition and fitness advice.
* We may use the contact information you give us and your attendance at events to communicate with you about health, nutrition and fitness in response to your specific requests for information.
* To identify usage trends on our websites and social media channels in order to enhance, improve or modify our websites and to facilitate your participation in interactive features you may choose to use on our websites and social media, also to personalise your user experience by presenting content tailored to you.
* For business purposes to administer our pre-contract and contractual supplier/customer obligations
* When you conduct a transaction on our website such as subscribing to a newsletter, we will use the personal information you provide to deliver that service.

Your personal information will be used for the specific reasons stated above only.

We may share this information with a partner organisation or nutrition adviser that has been contracted to help deliver the advice and services you have requested. Where this occurs, it will be in consultation with you.

**Lawful basis**

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

**a) ‘Consent’ – Where you have given consent. You are able to remove your consent at any time. You can do this by contacting** **abbyfitandnourished@gmail.com**

**b) ‘Contract’ – When we have a contractual obligation with you**

**c) ‘Legitimate Interest’ – Where we have a legitimate interest** where we use personal information in ways you would reasonably expect to keep you informed and to run the business

**d)** ‘**Legal Obligation’** – we process and share some information because it is necessary to comply with laws and regulations to do with running a small business such as health & safety legislation, tax laws, human rights and employment laws, etc.

**How we store your personal information**

Your information is securely stored in the UK. We ensure that there are appropriate and proportionate controls in place to protect your personal information. For example, we use encryption, where appropriate, and we store data within ABBYFIT & NOURISHED’S secure network and cloud environment.

We will retain your personal information for no longer than necessary for the purpose it was obtained, unless a longer retention period is required or permitted by law. We will usually keep client personal information for a period of seven years following the end of the contract it will then be securely deleted and any paper records cross-shredded.

**Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you

Please contact us at abbyfitandnourished@gmail.com if you wish to make a request.

**How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at abbyfitandnourished@gmail.com.

You can also complain to the Information Commissioners Office (ICO) if you are unhappy with how we have used your data.

The ICO’s address is: Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

* ICO Helpline number: 0303 123 1113
* ICO website: <https://www.ico.org.uk>

**Changes**

We may change this Privacy Notice from time to time. The effective date of this Privacy Notice, given at the beginning, indicates the last time this Notice was revised. If we make any significant changes in the way we treat your personal information we will communicate this to you.