



# PRIVACY NOTICE

## Background:

This Privacy Notice sets out the basis on which any personal data we collect from you or that you provide to us will be processed by us. Please read the following Privacy Notice carefully to understand how we use and protect the information that you provide to us.

**By using our Site (<https://kardiacourse.com/>) you consent to the collection, use and transfer of your information under the terms of this Privacy Notice.**

## 1. Definitions and Interpretation

- 1.1 The following words and expressions have the following meanings unless inconsistent with the context:

### **“Data Protection Lead”**

John Filmer, who can be contacted by post at 10 Preston Rd, Lytham FY8 5AA;

### **“Cookies”**

a small amount of data sent from the server, which is then stored on your computer’s hard disc drive;

### **“Data Protection Legislation”**

means: (i) the General Data Protection Regulation (Regulation (EU) 2016/679), (ii) the DPA 2018 (subject to Royal Assent) to the extent that it relates to processing of personal data and privacy; and (iii) all applicable Law about the processing of personal data and privacy; each as amended from time to time.

### **“data processors”**

### **“personal data”**

### **“process” or “processing”**

### **“sensitive personal data”**

as defined in the Data Protection Legislation;

### **“Site”**

<https://kardiacourse.com/>

**“we”, “us” or “our”;** and

**“you”, “your”**

an individual, company, or firm accessing our Site.



- 1.2 References to any statute or statutory provision include, unless the context otherwise requires, a reference to the statute or statutory provision as modified or re-enacted and in force from time to time, and any subordinate legislation made from time to time under the relevant statute or statutory provision.
- 1.3 References to “**persons**” include natural persons, firms, partnerships, companies, corporations, associations and organisations, (in each case whether or not having separate legal personality).
- 1.4 Use of any gender includes the other genders.
- 1.5 Words in the singular include the plural and words in the plural include the singular.
- 1.6 Any reference to “**writing**” or any cognate expression includes communications by post and email but not facsimile or text messages.
- 1.7 The headings to Conditions do not affect the interpretation of these Conditions.
- 1.8 Any phrase introduced by the term “**include**”, “**including**”, “**in particular**” or any similar expression will be construed as illustrative and will not limit the sense of the words preceding that term.

## 2. Introduction

- 2.1 This Privacy Notice is a statement as to how we shall process your personal data. We take the security and privacy of you and your personal data very seriously and we are committed to safeguarding your privacy online. Please be aware that communications over the internet, such as emails, are not secure unless they are encrypted. We do not accept any responsibility for any unauthorised access or loss of personal data beyond our control.
- 2.2 Our primary reason for collecting your personal data is to address enquiries which you may make on our Site from time to time and provide you with the most efficient service possible, as well as contacting and updating you from time to time regarding any relevant news, events, activities. We do not anticipate collecting or processing sensitive personal data about you.
- 2.3 This Privacy Notice may change from time to time so please check it periodically.
- 2.4 Our Site may contain links to other websites. Please note that we are not responsible for the privacy practices of such other websites and advise you to read the privacy statements of each website you visit which collects personal data.

## 3. Our policy for processing your personal data

- 3.1 What personal data do we process and where do we get it from?
  - 3.1.1 When you contact us via the “**Contact**” link on our Site or contact us by telephone or email we will collect personal data from you.
  - 3.1.2 Personal data may also be obtained automatically by your internet browser.
  - 3.1.3 The types of personal data which we may collect from you could include, for example, your name and your email address and other information collected through the “**Contact**” link on our Site and via our Connect Forms.
  - 3.1.4 We may also collect technical and non-personally identifiable data about your visit to our Site through the use of cookies. This data may include, for example, the pages which you browse and the “IP” (Internet Protocol) address used to connect your computer to the internet. This data helps us to better manage and develop our Site. Please refer to Condition 4.3 of this Privacy Notice for further information on our use of cookies.



## 4. What do we do with your personal data?

- 4.1 We will process your personal data so that:
  - 4.1.1 we can fulfil our obligations to you under any contract subject to the terms and conditions of our Site;
  - 4.1.2 we can keep you informed about any relevant news, events, activities.
- 4.2 Other purposes for which we may process your personal data are:
  - 4.2.1 safeguard children, young people and adults at risk;
  - 4.2.2 recruit, support and manage staff and volunteers;
  - 4.2.3 maintain our accounts and records;
  - 4.2.4 maintain the security of property and premises;
  - 4.2.5 maintain our accounts and records; and
  - 4.2.6 respond effectively to enquirers and handle any complaints.
- 4.3 Our Site uses several cookies. A cookie is a small file of letters and numbers that we put on your computer if you agree. These cookies allow us to distinguish you from other users of our Site, which helps us to provide you with a good experience when you browse our Site and also allows us to improve our Site. The cookies we use are “analytical” cookies. They allow us to recognise and count the number of visitors and to see how visitors move around the Site when they are using it. This helps us to improve the way our Site works, for example by ensuring that users are finding what they are looking for easily. You acknowledge that by providing personal data to us, you consent to the processing of your personal data in accordance with this Privacy Notice.

## 5. Who else gets to see your personal data?

- 5.1 Our data processors.
- 5.2 Other third parties such as analytical or search engine providers in order to better optimise or improve our Site.
- 5.3 We may also need to disclose your personal information in the event that we have a duty to disclose your personal data to comply with a legal obligation, enforce a contract we have with you, or need to disclose personal data to protect our rights, property or safety and those of our visitors, customers or others.

## 6. Your Rights

- 6.1 You have the right to withdraw your consent for our processing of your data at any time. Where you wish to withdraw such Consent, such request should be made in writing by post to the Data Protection Lead.
- 6.2 You have the right to object to your personal data being used for 'direct marketing' purposes (see Condition 4.1.2 above). You can change your options in relation to the information you wish to receive at any time by contacting our Data Protection Lead in writing by post.
- 6.3 You can set your internet browser to refuse cookies or you can ask your internet browser to alert you when a cookie is being set up (see Condition 4.3).



- 6.4 You have the right under Data Protection Legislation to request from us information as to what personal data we are processing about you. Such requests should be made in writing by post to the Data Protection Lead. We will provide you with the relevant information within 1 calendar month of receipt of the request unless we have reason to, and can lawfully extend the timescale. This can be extended by up to two months in some circumstances.
- 6.5 You have the right to request corrections be made to the personal data held by us about you by contacting the Data Protection Lead in writing by post.
- 6.6 You have other rights under Data Protection Legislation in relation to our processing of your personal data.

## **7. Security of personal data**

- 7.1 We will use appropriate measures to keep personal data secure at all points of the processing. Keeping data secure includes protecting it from unauthorised or unlawful processing, or from accidental loss, destruction or damage.
- 7.2 We will implement security measures which provide a level of security which is appropriate to the risks involved in the processing.
- 7.3 Measures will include technical and organisational security measures. In assessing what measures are the most appropriate we will take into account the following, and anything else that is relevant:
  - 7.3.1 the quality of the security measure;
  - 7.3.2 the costs of implementation;
  - 7.3.3 the nature, scope, context and purpose of processing;
  - 7.3.4 the risk (of varying likelihood and severity) to the rights and freedoms of data subjects;
  - 7.3.5 the risk which could result from a data breach.
  - 7.3.6 Measures may include:
    - 7.3.6.1 technical systems security;
    - 7.3.6.2 measures to restrict or minimise access to data;
    - 7.3.6.3 measures to ensure our systems and data remain available, or can be easily restored in the case of an incident;
    - 7.3.6.4 physical security of information and of our premises;
    - 7.3.6.5 organisational measures, including policies, procedures, training and audits;
    - 7.3.6.6 regular testing and evaluating of the effectiveness of security measures.

## **8. General application of our Privacy Notice**

- 8.1 This Privacy Notice only applies to the collection and use of your personal data provided to us and not to personal data you may provide directly to third parties. Any third parties will have their own policies in respect of processing personal data you provide to them and/or your personal data that we may disclose to them in accordance with this Privacy Notice.

## **9. Complaints**

- 9.1 Where you are dissatisfied with our processing or use of your personal data, you have the right to lodge a complaint with the Information Commissioner's office. You can contact its helpline on: (0044) 0303 123 1113, or visit their website at: [www.ico.gov.uk](http://www.ico.gov.uk).



## 10. Contact information

- 10.1 If you have any queries about our processing or use of your personal data you should write, in the first instance, to the Data Protection Lead.
- 10.2 If you want to learn more about your rights regarding your personal data, you should contact the Information Commissioner's office information line on: (0044) 01625 545745 or visit their website at [www.ico.gov.uk](http://www.ico.gov.uk)

## 11. Governing Law and Jurisdiction

- 11.1 This legal notice and any dispute or claim arising out of or in connection with it or its subject matter will be governed by and construed in accordance with the laws of England and Wales.
- 11.2 The parties irrevocably agree that the courts of England will have exclusive jurisdiction to settle any dispute or claim that arises out of or in connection with this legal notice or its subject matter.