# Brownlow Accommodation & Services - Mtb For Fitness



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# Privacy notice

#### Data I collect and what I do with it

I collect and hold the information about you that I need to arrange and safely provide your chosen mtb session or accommodation needs.

When you join my mtb sessions I use your email address to circulate emails containing details of rides and future rides and dates so that you can continue to participate. You can stop receiving these at any time by calling or emailing me on the contact details above, but you will stop hearing about the rides you have been participating in.

I collect details when you contact me by phone, email, social media or via my website and at your first and subsequent sessions. This includes your contact details, record of when you stayed/your mtb session and your payment details (which are handled by my bank) which I will keep for 7 years after our last contact which I am obliged to for accounting purposes.

I will also ask you to fill in a health questionnaire which is considered to be 'special category data' under data protection laws. By filling it in you indicate your consent for me to use this information, which I am required to hold on to for 7 years.

#### **Direct Marketing**

From time to time email you details of new mtb rides. I will only send this to you with your permission and you can unsubscribe at any time by calling or emailing me on the contact details above.

### **Sharing and Disclosure**

I never share your details with anyone for their own purposes and I take all reasonable measures to keep them safe. I rely on 3rd party services for email and my website. I take steps to make sure they are safe and secure.

I may have to disclose your details to a third party if required to do so by law or for your immediate safety.

## Your Rights

You may ask me at any time to correct data you think I may have inaccurate; You may ask me to limit what I do with your data or to delete it altogether; You may request a copy of the data I hold about you.

To do this contact me using the details above or ask me at your next session. I will try to accommodate your request wherever I am free to do so.

If you have a concern about my use of your personal data, please let me know and I will try to rectify the problem. You can also contact the Information Commissioners Office

here: www.ICO.org