

# **Privacy Notice**

In accordance with the General Data Protection Regulation and related UK data protection legislation, we are committed to protecting the confidentiality and security of the information that you provide to us.

This Privacy Notice is designed to help you understand how we collect and use your information.

Sky Sirens Studio Ltd is registered with the Information Commissioners Office (ICO). Our registration number is ZB612462. Details can be viewed at https://ico.org.uk/esdwebpages/search.

If you have any questions or queries about this policy please contact us.

#### Who we are

"Sky Sirens" (also referred to in this Notice as "we", "us", or "our") means Sky Sirens Studio Ltd.

#### How to contact us:

For any questions or concerns relating to this Privacy Policy or our data protection practices, or to make a subject access or any other request regarding the information we hold, please contact us at:

Email: hello@skysirensstudio.co.uk Website: <u>www.skysirensstudio.co.uk</u>

### Why we need and how we use your personal information

We only collect, use and store your information where we have lawful grounds and legitimate business reasons to do so.

We collect, use and store your personal information in order to fulfil requests for services as part of our aerial and pole fitness businesses. It may also be used to verify your identity, to administer payments and to enable us to carry out anti-money laundering and other financial crime checks where required.

The use of your data is essential for us to check your identity, to enable you to enter into a service contract and for the service to operate. Most notably to ensure your suitability for the services on offer from a medial and wellbeing standpoint. We may also use it keep our records up to date, to notify you about changes to our service and to help us in develop new products and services.

If you do not provide the information required we are unlikely to be able to arrange your membership and may not be able to provide certain services to you.

We may monitor emails and other communications with you. When you contact us we may keep a record of that correspondence and any information provided to us during that or any subsequent communication.

### Marketing

We would like to keep you updated about our relevant products and services by email. If we intend to use your data for such purposes or if we intend to disclose your information to any third party for such purposes we will only do so with your consent. Your consent will be obtained specifically at the appropriate time.

If you have already consented and wish us to stop using your information for this purpose or any other purpose then please contact us or edit your preference from within your account.

### Nature of personal information

Personal data is any information that may identify a living individual.

We collect personal information such as name, contact details, date of birth and other personal details depending on the nature of the services we offer.

### **Sharing information**

We will only supply your personal information to other parties where such a transfer is a necessary part of the activities that we undertake, where you give us consent or where we are required to do so by law or regulation (e.g. where the disclosure is necessary for the purposes of the prevention and/or detection of crime).

We may also disclose personal information to new owners of our business in the event that we are subject to a merger or acquisition. Disclosure may also be made to enable company audits, regulatory inspections or to investigate a complaint, suspicion of fraud or a security threat.

We never share your information outside our organisation for marketing purposes.

You understand that we may disclose the information you provide to relevant other parties for the purposes described in this Notice.

## Transfer of personal data outside the UK

Certain personal information held on our Information Technology systems may be transferred across geographical borders in accordance with applicable law.

By providing us with your information, you consent to the collection, international transfer, storage, and processing of your information. These transfers are governed by European Union (EU) standard contractual clauses or equivalent data transfer agreements to protect the security and confidentiality of personal information.

# How long we keep information about you

We will keep your information for as long as it is required to enable us to provide the services on offer, administer your membership. This will usually be a minimum period of three years or otherwise as determined by law or regulation. Once we decide that we no longer need your information it will be securely and confidentially destroyed.

### Your data protection rights

You have certain legal rights under UK data protection law and regulations, summarised as follows:

- **The right to be informed** about our data processing activities, including through Privacy Notices such as this.
- **The right of access** to the personal information we hold about you. To request a copy of this information you must make a subject access request in writing to us.
- **The right of rectification**. You may ask us to correct any inaccurate or incomplete data within one month.
- The right to erasure and to restrict processing. You have the right to have your personal data erased and to prevent processing except where we have a legal obligation to process your personal information. You should bear in mind that by exercising this right you may hinder or prevent our ability to provide products and services.
- The right to data portability. On your request, we will provide you with your personal data in a structured format.
- The right to object. You have particular rights in relation to automated decision making and profiling to reduce the risk that a potentially damaging decision is taken without human intervention. You can object to your personal data being used for profiling, direct marketing or research purposes.

If you want to invoke any of these rights please contact us at <a href="hello@skysirensstudio.co.uk">hello@skysirensstudio.co.uk</a> or by visiting our website <a href="https://skysirensstudio.co.uk">https://skysirensstudio.co.uk</a>

#### Withdrawal of consent

Where you have provided your specific consent to the use of personal data, you may withdraw that consent by contacting us by emailing <a href="mailto:hello@skysirensstudio.co.uk">hello@skysirensstudio.co.uk</a>

#### How to make a complaint

If you wish to make a complaint about how we hold or use your data, please contact us by emailing <a href="mailto:hello@skysirensstudio.co.uk">hello@skysirensstudio.co.uk</a>

If you are dissatisfied with how we deal with your complaint, you may contact the Information Commissioner's Office:

The Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Tel: 08456 30 60 60 Website: <u>www.ico.gov.uk</u>