

# Privacy Policy

Gabby Prowse Training is the data controller. Our registered address is 12 St David's Close, Weston-super-Mare, BS22 9SJ. The ICO registration number is **A8727771**.

## Your Privacy

At Gabby Prowse Training, we are committed to maintaining the trust and confidence of visitors to our web site, and our clients, partners and suppliers. We will not sell, rent or trade email addresses with other companies or businesses for marketing purposes. This Privacy Policy outlines when and why we collect your personal information and how we use it.

## Collection and Use of Personal Information

Personal information means any information that may be used to identify you, such as, your name, title, phone number, email address and or mailing address. You can browse our web site without giving us any personal information, and we only collect anonymous, aggregate statistics to analyse traffic to this web site in order to understand visitors' needs and make improvements to our website. We do not identify specific visits or tie these to a specific IP address.

## How your information is used

If you choose to sign up for our mailing list or free report we will ask for your information such as your name, job title and contact details. We will then use this information to:

- Send you our newsletters from time to time
- Make sure that our website content is kept relevant and provided in a format that works for you
- Provide you with information, products or services where you have consented to be contacted for such purposes
- Carry out our obligations arising from any contracts entered between you and us.
- Allow you to participate in interactive features of our service, when you chose to do so.
- Notify you about changes to our services or offers

## How you can manage your marketing preferences

You can unsubscribe to general mailings at any time by emailing us.

To protect privacy rights and to ensure you have control over how we manage marketing with you, we will take steps to limit direct marketing to a reasonable and proportionate level and will only send you communications which we believe may be of interest or relevance to you. You can ask us to stop direct marketing at any time by **emailing us at [gabbyprorowse@gmail.com](mailto:gabbyprorowse@gmail.com)**. Please specify whether you would like us to stop all forms of marketing or just a particular type (e.g. email).

## Use of Cookies

A cookie is a small text file containing information that a web site transfers to your computer's hard disk for record-keeping purposes and allows us to analyse our site traffic patterns. It cannot give us access to your computer or to information beyond what you provide us. Most web browsers automatically accept cookies; consult your browser's manual or online help if you want information on restricting or disabling the browser's handling of cookies. If you disable cookies, you can still view the publicly available

information on our website. If you are using a shared computer and you have cookies turned on, be sure to log off when you finish.

#### Links to Other Web Sites

Our web site contains links to information on other web sites. We cannot be responsible for the protection and privacy of any information that you provide while visiting these other sites as they are not governed by this Privacy Policy.

#### Data Storage

Some information that you provide to us may get sent electronically to servers and be used, stored and processed outside the UK. While there is a risk that countries to which information is transferred may not be protected as well as it is in the UK, we will strive to ensure that your information is treated securely and adequately protected in accordance with this Privacy Policy.

We do our best to protect your personal information but we cannot guarantee the security of any information during its transmission to the web site. Once we receive your information, we use strict procedures and security features to try and prevent unauthorised access.

Any of our agents or contractors who provide services to Gabby Prowse Training and may have access to information which you gave to us are required to keep it secure and confidential and may not use it for any purpose other than to carry out the services which they are performing for Gabby Prowse Training.

#### Data Breach

In the unlikely event that our systems are breached, we will inform the ICO immediately and adhere to their guidelines.

#### Access to your personal information

You are entitled to access the personal information that we hold. To do so please email your request to [gabby@prowse.com](mailto:gabby@prowse.com) and we'll send you the information we have on you within 14 days.

#### Updating your personal information and unsubscribing

You have a right to amend or delete any information that we hold on you. To do so please email [gabby@prowse.com](mailto:gabby@prowse.com) and we will update our records within 14 days of your request.

#### Your Consent

By using our web site and by giving us your information you consent to the collection and use of the information you provide to us as outlined in this Privacy Policy. We may change this Privacy Policy from time to time and without notice, and any changes will be published on this page.

**If you have any questions or concerns about our collection, use or disclosure of your personal information, please email us at [gabby@prowse.com](mailto:gabby@prowse.com)**