

Privacy Policy & Notice

Sequoia Movement Ltd

TERMINOLOGY

SEQUOIA MOVEMENT LTD

a company incorporated in England and Wales with registered company number: 11892502
w:www.sequoiamovement.com e: training@sequoiamovement.com

WE, US, OUR

means Sequoia Movement Ltd.

YOU, YOUR, YOURSELF, USER

means any party that accesses the website and is not either, employed by Sequoia Movement Ltd and acting in the course of their employment or consultation.

DATA, INFORMATION

means all information that You submit to Sequoia Movement Ltd via Our website or any of our linked websites. This definition incorporates, where applicable, the definitions provided in the Data Protection Laws.

WEBSITE

means the website that You are currently using: www.sequoiamovement.com and any sub domains of this site unless expressly excluded by their own terms and conditions.

SEQUOIA MOVEMENT LTD

1.0 PRIVACY POLICY OVERVIEW

1.1 This policy applies between You, the User of this website and Sequoia Movement Ltd, the owner and provider of this website and business. Sequoia Movement Ltd takes the privacy of Your information very seriously. This privacy policy applies to our use of any and all Data collected by us or provided by You in relation to Your use of the website.

1.2 This policy applies only to Sequoia Movement Ltd and its Users with respect to this website. It does not extend to any websites that can be accessed from this website including, but not limited to, any links we may provide to social media websites.

1.3 Please remember that when You use a link to go from our websites to another website, our Privacy Policy is no longer in effect. Your browsing and interaction on any other website, including websites which have a link on our website, is subject to that website's own rules and policies. Please read over those rules and policies before proceeding.

1.4 Please ensure You read and understand all terms and conditions prior to attending any session with Sequoia Movement Ltd in addition to our Terms and Conditions which can be found under our Terms and Conditions section of our website.

1.5 Our terms and conditions will be updated periodically, so please keep up to date with any changes.

1.6 Sequoia Movement is committed to protecting Your privacy and any personal information we collect. We recognise that individuals have the right to control how their personal information is collected and used. Unless consent is provided to do so otherwise, Sequoia Movement will only collect and use personal information as set out below.

2.0 THE TYPE OF INFORMATION WE COLLECT

2.1 The type of personal information we will collect and hold from You includes.

2.2 Your Name, Email addresses / Telephone numbers / Contact details / Address and demographic information / Date of Birth / Gender / Profession / Medical History / Pre-Activity Readiness Questionnaire / Emergency contact details / preferred communication methods / payment details / occupation and employer.

2.4 Although extensive this list is not limited to only these items. We also hold details created at the time of membership - such as memberships numbers and usage of the facilities.

3.0 WE COLLECT DATA / INFORMATION IN THE FOLLOWING MANNER:

- Data is given to us by You.
- Data is received from other sources; and
- Data is collected automatically

4.0 HOW IS DATA / INFORMATION PROVIDED TO US

4.1 When signing up, setting up an account or making payments with Sequoia Movement.

By participating within Our business and using Our services You provide Your consent for Us to process Your personal data in accordance with this privacy policy.

4.2 When You contact us through the website, by telephone, post, email, or through any other means.

4.3 When You complete surveys that we use for research purposes - please not You are not obliged to respond to any request for information via survey.

4.4 When You enter a competition or promotion through a social media channel.

4.5 When You elect to receive marketing communications from Us.

5.0 DATA RECEIVED FROM THIRD PARTIES

5.1 Sequoia Movement Ltd will receive Data about You from the following third parties:
MindBody / Facebook / Instagram / Wix / Linked-in

6.0 DATA AUTOMATICALLY COLLECTED

6.1 When You visit the websites listed below, You will provide us with two types of information: personal information You knowingly choose to disclose that is collected on an individual basis and websites use information collected on an aggregate basis as You and others browse the websites.

www.sequoiamovement.com

www.mindbody.com

6.2 We automatically collect some information about Your visit to Our website. This information helps us to make improvements to our website content and navigation. Information collected includes IP address, date, times and frequency and the way You use and interact with the site.

7.0 IP ADDRESSES

7.1 IP addresses are used by Your computer every time You are connected to the Internet. Your IP address is a number that is used by computers on the network to identify Your computer. IP addresses are automatically collected by our web server as part of demographic and profile data known as traffic data so that data (Such as the Web pages You request) can be sent to You.

8.0 HOW YOUR DATA MAY BE USED

8.1 Internal Record Keeping

8.2 Marketing and improvement of our products / services. Transmission by email, telephone, fax, social media or mail of marketing materials that may be of interest to You.

8.3 When booking a class / course / session or service from Sequoia Movement You will be required to give 'Informed Consent' for us to process Your data for purposes of marketing.

8.4 Please note You can 'Opt Out' or 'Unsubscribe' at any point of receiving our marketing emails. A soft opt-in is assumed when You have previously engaged with Us (for example, You contact Us to ask Us for more information), Under this "Soft opt-in" we will take Your consent as given unless You opt-out.

8.5 Health and Safety - Information relating to Your readiness for physical exercise in order for us to safely advise You about fitness training such as any health issues, Your well-being, Your medical history, Your medications, whether You smoke or are pregnant and other health related information.

8.6 We will obtain Your consent when it is necessary to collect Sensitive Information. Whilst we do not generally collect Sensitive Information unless it is volunteered by You, We do specifically collect health data to the extent that it is required to assess Your readiness for fitness training. If You do not provide Us with this information, You will not be able to participate in any Sequoia run activity. If We believe that You have any health issues or if Your Pre-Exercise Questionnaire is not fully complete, We may require You to obtain a medical certificate before We consider Your participation in our classes / sessions.

Relevant authorities - To facilitate the detection of crime or the collection of taxes or duties.

9.0 CCTV

9.1 We use CCTV within facility for health and security reasons. If You have any queries in relation to the use of our CCTV, please contact Us.

10.0 HOW LONG IS DATA STORED FOR

10.1 Unless a longer retention period is required or permitted by law, we will hold Your Data on our systems for the period necessary to fulfil purposes outlines in this privacy policy or until You request that the Data be deleted.

10.2 Even if we delete Your Data, it may persist on backup or archival media for legal, tax or regulatory purposes.

10.3 All members of the Sequoia team have agreed via their contracts to uphold our data protection standards, and will only access Your information on a 'need to know' basis. Personally identifiable information or business information will not be shared with parties except as required by law.

11.0 SOCIAL MEDIA

11.1 We may also collect and use Personal Information You provide when interacting with Us via Social Media, when You enter competitions, or when You participate in promotions or events. This information will be collected by Us directly, or by a third party on Our behalf, and may include Your photos, comments and experiences You have shared with Us.

11.2 Please note that information posted on Social Media is in a public forum and accessible by the general public. Sequoia Movement Ltd is not responsible for content shared in a public forum.

12.0 YOUR RIGHTS

12.1 Right to Access - Individuals have the right to access their personal data and supplementary information known as a 'Subject Access Request'. If we provide you with access to the information we hold on you, we will not charge you for this, unless your request is "manifestly unfounded or excessive".

12.2 Information will be provided without delay and at the latest within one month of receipt.

12.3 Right to Correct - The right to have your Data rectified if it is inaccurate.

12.4 Right to Erase - The right to request that we delete or remove Your data from Our systems.

12.5 Right to Data Portability - The right to request that We move, copy or transfer Your data.

12.6 Right to Object - The right to object to our use of Your data including where We use it for our legitimate interests.

12.7 It is important that the Data we hold about You is accurate and current. Please keep us informed if Your Data changes during the period for which we hold it.

13.0 SHARING & PASSING OF INFORMATION

13.1 We do not share, sell, lend or lease any of the information that uniquely identifies a client (Such as email addresses or personal details) with anyone except to the extent it is necessary to provide services that You have requested.

14.0 GDPR AND PRIVACY INFORMATION REVIEW

14.1 We reserve the right to change this Privacy Policy from time to time. If / when changes are made to this privacy policy; we will email users who have given us permission to do so.

14.2 We will post any changes here, so be sure to check back periodically

14.3 With regards to future Privacy Policy changes, we will not use the personal information You have submitted to us under this Privacy Policy in a manner that is materially inconsistent with this Privacy Policy, without Your prior consent.

15.0 DATA SECURITY

15.1 Please note that Your information should You provide it, will be stored and processed with our MindBody app.

15.2 To prevent unauthorised access, maintain data accuracy, and ensure the correct use of information, we have put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information collected online.

15.3 Access to your account is controlled by a password and user name that is unique to you. Please ensure all passwords you create and are provided with electronically, are kept safe and secret from others.

16.0 GENERAL

16.1 You may not transfer any of your rights under this privacy policy to any other person. We may transfer our rights under this privacy policy where we reasonably believe your rights will not be affected.

16.2 If any court or competent authority finds that any provision of this policy (or part of any provision) invalid, illegal or unenforceable, that provision or part-provision will, to the extent required, be deemed to be deleted, and the validity and enforceability of the other provision of this privacy policy will not be affected.

16.3 Unless otherwise agreed, no delay, act or omission by a party in exercising any right or remedy will be deemed a waiver of that, or any other, right or remedy.

16.4 This Agreement will be governed by and interpreted according to the law of England and Wales. All disputes arising under the Agreement will be subject to the exclusive jurisdiction of the English and Welsh courts.

17.0 YOUR CONSENT:

17.1 By using our services You consent to our collection and use of Your personal information as described within this Privacy Policy.

17.2 We reserve the right to amend this privacy policy at any time with or without notice.

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Policy Date: April 2019