

## **Future Active Privacy Policy**

Future Active Limited ("Future Active", "we", "our" or "us") registered in England and Wales under company number 10157308 is committed to protecting your privacy and takes it very seriously. The sections below make up our privacy policy and explains how Future Active may collect, use, or disclose, information about you. We assure you that your personal information will be processed in accordance with the Data Protection Act 2017, which incorporates the European General Data Protection Regulation (GDPR). Any changes we make to our privacy policy in the future will be posted on this page.

If you have any concerns or questions about our privacy policy or your personal information, please contact us at [futureactiveltd.office@gmail.com](mailto:futureactiveltd.office@gmail.com)

What information we collect about you or your organisation:

This section describes how and when we may collect your personal information.

'Personal information' means any information relating to an individual, which can identify them – either directly or indirectly. It can refer, amongst other things, to an identification number, or to one or more specific identifying pieces of information, such as an address or date of birth.

When you do any of these:

- Make a course booking
- Upload images/comments from courses
- Upload an image or comment
- Subscribe to any other services that we offer
- Fill out any forms on our website
- Correspond with us, whether by phone or email
- When you browse our website

Then, we may collect your personal information, including:

- Name
- Address
- Email address
- Phone/ mobile number

We do not knowingly collect information from children under 18 years of age.

How we use your information:

We use your information for the following:

- To allow us to handle your booking/order, deliver products and process your payments and refunds
- To let you know about your booking/order

- To update our internal records and generally maintain your account with us for information on the courses and orders you have purchased
- To keep a record of when and why you contact us and to keep your contact details up-to-date
- If you consent, to notify you of courses or additional offers that may be of interest to you

How to opt out from receiving marketing and communication

We may keep you informed by email about our products/courses that we think are relevant to you and or your organisation.

You have the right to ask us not to process your personal information for marketing purposes, or to change your mind at any time.

You can opt out by emailing [lsisp.office@gmail.com](mailto:lsisp.office@gmail.com) ensuring you include your name and email address.

## **DATA SECURITY**

We have put in place appropriate technical and security measures to protect the security of your personal information. Details of these measures are available upon request. Third parties will only process your personal information on our written instructions and where they have agreed to treat the information confidentially and to keep it secure as part of their contractual arrangement with us.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, workers, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality. Details of these measures are available upon request.

We have put in place technical and organisational processes and procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Disclosure of your information:

We may disclose your personal information to our partner providers who operate elements of our service and process data on our behalf. These may include businesses who provide technology services such as hosting for our servers and email distribution, and business partners who provide delivery fulfilment services. Where such disclosures are made, this will be under contractual arrangements with us and carried out in accordance with the requirements of UK data protection laws.