**Data Protection Policy - May 2018**

**Introduction**

This privacy notice provides you with details of how we collect and use your personal data through your use of our site: www.livemoreoffline.com. If you have any further questions regarding your privacy after reading this privacy notice, please contact us at alex@livemoreoffline.com.

By using this site or/and our services, you consent to the Processing of your Personal Data as described in this Privacy Policy.

**Definitions**

**Personal Data –** any information relating to an identified or identifiable natural person.

**Processing –** any operation or set of operations which is performed on Personal Data or on sets of Personal Data.

**Data subject –** a natural person whose Personal Data is being Processed.

**We/us (either capitalized or not)** – Live More Offline Ltd

**Data Protection Principles**

Live More Offline Ltd (including its directors, employees, advisors and self-employed contractors) is committed to the data protection principles of the Data Protection Act (DPA) which came into force on 25 May 2018, which are:

1. Personal data shall be processed fairly and lawfully.
2. Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
4. Personal data shall be accurate and, where necessary, kept up to date
5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
6. Personal data shall be processed in accordance with the rights of data subjects under this Act.
7. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
8. Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

**Information we collect**

In the course of running our website we may collect the following information types of information:

1. Information you provide to us. This personal Data typically includes name, address, email address, payment card details (these are held by the payment providers and are not accessible to Live More Offline employees).
2. Information about your use of the site, such as pages visited.

**Use of personal data**

The records we use that contain personal data are hosted by the following DPA compliant software providers:

* Customer Relationship Manager (CRM) software provider ‘MailerLite’;
* email provider GoDaddy;
* document storage provider ‘Microsoft OneDrive’; and
* Merchant account providers ‘Stripe’.

These records are used solely for the purposes of administering course attendance and supporting continued engagement by individuals with the work of Live More Offline Limited.

Personal data will be shared only with Live More Offline Ltd employees delivering the courses participated in and only to the extent necessary for administering the attendance of individuals on Live More Offline Ltd courses and supporting engagement with the work of Live More Offline Ltd.

Personal data will not be shared with third parties.

**Deletion of data**

At any time, you can request that your records on MailerLite be deleted by clicking unsubscribe on the email itself or contacting alex@livemoreoffline.com.

Paper or electronic copies of documents held by Live More Offline Ltd and which contain personal information will be destroyed or deleted after a course ends.

Emails to and from Live More Offline Ltd course participants or other individuals making enquiries to Live More Offline Ltd will be reviewed after a period of 1 year and if no longer necessary for the purposes will be deleted.

**Cookies and other technologies we use**

Cookies provide information regarding the computer used by a visitor. We may use cookies where appropriate to gather information about your computer and browsing to assist us in improving and optimising our website.

We may gather information about your general internet use by using the cookie. Where used, these cookies are downloaded to your computer and stored on the computer’s hard drive. Such information will not identify you personally. It is statistical data. This statistical data does not identify any personal details whatsoever.

You can adjust the settings on your computer to decline any cookies if you wish. This can easily be done by activating the reject cookies setting on your computer.

We use Google Analytics to measure traffic on our website. It is possible to opt out of tracking by Google Analytics by visiting the Google Analytics opt-out page.

**Right to a copy of information held**

Users in some countries will have the right to access any information that we hold relating to them. Please contact us at alex@livemoreoffline if you wish to access your information.