Privacy Policy

Vi:Be is registered with the Office of Data Protection Authority in Guernsey and collects, stores and processes personal data in accordance with the current Data Protection (Bailiwick of Guernsey) Law 2017.

This document is the Privacy and Data Protection Notice of Vi:Be. It explains what personal information is kept by the organisation, what it is used for, and how long it is kept.

**Consent**

When you provide your personal information whether completing a booking or a purchase through the Vi:Be website or subscribing to our emails, you are providing your consent to collect that information and use it for that specific purpose.

Information collected and its use. The following data will be collected when you complete a booking or purchase through the Vi:Be website:

Full name

 Email address

Phone number

 Address

These data will be used to save your booking and contact you regarding the event. These data may also be used for future events if permission has been given. If these data are collected during communication with Vi:Be, they will only be used for the purpose of that communication and for any other purpose that permission has been given.

For some events, you may also need to provide the following data at the time of booking:

Your emergency contact’s name and number—

Details regarding your health and/or relevant medication

 Any other information you chose to disclose

**Payment**

Vi:Be does not collect your payment details. Payment is made through PayPal. You can read more

about PayPal privacy policy here [PayPal Privacy Statement](https://www.paypal.com/us/legalhub/paypal/privacy-full).

Your data will be used strictly for the purposes stated, and, unless required to do so by law, will not be shared, sold or distributed to any other third parties without your consent.

**Storage and security of your personal data**

Personal data is stored on the web-host of www.vitalbalancegsy.co.uk.

Some personal data may be stored on Carolyns personal computers in the form of spreadsheets and documents for the purposes of organising events. The personal computers used to store these data are secured with passwords and reasonable precautions are taken to ensure any personal data are not inappropriately lost, misused, accessed, disclosed, altered or destroyed. However, data transmission over the internet is inherently insecure, and the security of data sent over the internet cannot be guaranteed. If we become aware of any breach of security of your data, we will inform you immediately.

**Accessing, updating or destroying information**

Upon request, Vi:Be can disclose, correct or update the information held about you. This can be done by emailing carolyn@vitalbalancegsy.co.uk. You can withdraw your consent to the storage and use of your personal data at any time.

 Personal data is stored for as long as necessary to perform the service which you requested or consented to, and for a period of time following that, which varies depending on circumstances and purposes. Data will not be held for more than 6 years.

**Changes to policy**

Vi:Be reserves the right to modify this privacy policy at any time, so please review it frequently.

**Contact**

If you have any questions about this privacy policy, the use of your personal data or to access or update the information held about you, please email carolyn@vitalbalancegsy.co.uk.