**PRIVACY POLICY**

**Team Project Run Ltd - “we”, “us”, “our”**

**Who are we?**

Team Project Run Ltd is a registered limited company in the United Kingdom. We are a worldwide running team with the sole aim of showing the public the physical, mental and social benefits running can bring you.

Your privacy is of the highest importance to us, and we promise to take great care with any personal information we obtain about you. We may make changes to this policy from time to time by updating this page. This policy is effective from 8th July 2019. We advise you check this page from time to time to ensure you are happy with the changes. We will also notify you by email of any changes.

**When do we collect your personal data?**

We collect data when you:

* Opt in to receive our newsletters
* Complete our online questionnaire
* Write a review on our website or our social media profiles
* Post a comment on a post on any of our social media profiles
* Send us an email
* Interact with us on social media
* Call us

**What personal data do we collect?**

The type of personal information that we may collect from you includes:

* Full Name
* Date Of Birth
* Age
* Postal Address
* Phone number
* Email
* IP address
* Photographs or digital images with your consent both from yourself when submitting personal results and from your social media profiles
* How we communicate with you and any preferences that you have
* Social media profiles

**How do we use the personal data we collect?**

1. We will use your email to send you our newsletters, offers, promotions, information about your training plan and updates within Team Project Run Ltd.

2. Te develop the products and services we provide and enhance these in line with industry changes. To ensure our website content is up to date and relevant.

3.  We use your personal information to ensure that you receive the benefits and services that are on offer and that are of interest to you.

4. For marketing products, events and services to you. We use your personal information (email, post or social media) to ensure that you know about the products, events and promotions that we run. You have the right to opt out of any these marketing channels at any time and can inform us at [projectrun@outlook.com](mailto:projectrun@outlook.com)

5. To manage your order, to provide you with the goods and services

Your payment is processed via GoCardless

<https://gocardless.com/legal/privacy/>

Your payment is processed by PayPal

<https://www.paypal.com/webapps/mpp/ua/privacy-full>

We use your personal information to complete and deliver your training plan to you. We use your personal details Name, Address, Email, and Phone to send you the goods and ensure that you have received them via our chosen method of delivering our training.

6. To respond to any correspondence you enter into with us, to provide you with the information you have requested. We use your personal information (Email) to respond to any comments, queries or complaints.

7. To protect you and Team Project Run Ltd against fraudulent transactions and ensure the security of our site.

We process your personal information and where appropriate your IP address to protect against fraudulent transactions.

8. To gather feedback, product reviews and comments on the services we provide and the blog posts that we write. We will collect personal information when you post your feedback and comments about products, blog posts and activities. We may use your feedback and/or comments across our social media profiles to promote the services we offer.

**How long do we keep your personal data?**

Team Project Run Ltd will keep your personal data for as long as it is required in accordance with statutory requirements. For example, we will keep a record of any financial documents for at least seven years to comply with HMRC rules.

**How do we share your personal data?**

If you are a customer of Team Project Run Ltd we will transfer your details to third parties and contractors to assist with the provision of services we provide to you. For example, we will submit your details to Training Peaks in order to deliver the service we provide. We use third party payment organisations, who will collect and process your financial details. If you are an existing customer we may share your details with companies who perform marketing for us. Team Project Run Ltd will never pass on your personal details to other organisations for their use, except when we have your express permission to do so or when the law requires it. We do not sell your or swap your personal data, however where applicable we share your information with subcontractors and suppliers. Staff, consultants and service providers acting on our behalf may be allowed to access your personal data; we will only allow them to do this to do at our explicit instruction and for an exact purpose. With all third party suppliers we have reviewed their policies and procedures and are content with the level of their GDPR compliance, where necessary a Data Sharing Agreement will be in place, we will be satisfied that their systems are secure. In the event that we stop using a supplier, any of your data that they hold will be securely deleted.

We may need to disclose your personal data upon request to regulatory and government bodies as well as law enforcement agencies.

**Your rights as a data subject**

The GDPR provides the following rights for individuals:

* The right to be informed
* The right of access
* The right to rectification
* The right to erasure
* The right to restrict processing
* The right to data portability
* The right to object
* Rights in relation to automated decision making and profiling.

You have the right to withdraw your authority for us to collect and process your data which can be done by contacting us by email [projectrun@outlook.com](mailto:projectrun@outlook.com)

It is your responsibility to ensure the data you provide is accurate and to inform us if your personal data needs updating.

**Marketing & Communications**

We may use your information to inform you about third parties offering products or services which we think you may find interesting or about the products and services we offer. We would contact you by post, telephone (unless you are registered with the TPS) or by email, we would only do this if you have given us your consent to do so. If you are already a customer then we may contact you about the products and services that we offer that we think would be of interest to you, we would do this as part of our legitimate interest. You are free to opt out or unsubscribe to any of these marketing communications at any time or you may withdraw your consent.

**Cookies**

A cookie is a small file of letters and numbers that we store on your browser or the hard drive of your computer. Unless you have adjusted your browser setting so that it will refuse cookies, our system will issue cookies as soon as you visit our site. First and third-party cookies: whether a cookie is ‘first’ or ‘third’ party refers to the domain placing the cookie. First-party cookies are those set by a website that is being visited by the user at the time.

Third-party cookies: are cookies that are set by a domain other than that of the site being visited by the user. If a user visits a website and another entity sets a cookie through that site this would be a third-party cookie.

Persistent cookies: these cookies remain on a user’s device for the period of time specified in the cookie. They are activated each time that the user visits the website that created that particular cookie.

Session cookies: these cookies allow website operators to link the actions of a user during a browser session. A browser session starts when a user opens the browser window and finishes when they close the browser window. Session cookies are created temporarily. Once you close the browser, all session cookies are deleted.

**How to delete and block our cookies**

You block cookies by activating the setting on your browser that allows you to refuse the setting of all or some cookies. However, if you use your browser settings to block all cookies (including essential cookies) you may not be able to access all or parts of our site. Unless you have adjusted your browser setting so that it will refuse cookies, our system will issue cookies as soon as you visit our site.

If you wish to withdraw your consent at any time, you will need to delete your cookies using your internet browser settings. Please be aware that deleting all cookies may result in the usability of our website and may prevent you from taking full advantage of the website itself. For further information about deleting or blocking cookies, please visit: http://www.aboutcookies.org/Deafult.aspx?page=2

**How to turn cookies off**

Internet browsers allow you to change your cookie settings. These settings are usually found in the ‘options’ or ‘preferences’ menu of your internet browser. In order to understand these settings, the following links may be helpful. Otherwise you should use the ‘Help’ option in your internet browser for more details.

Cookie settings in Internet Explorer

Cookie settings in Firefox

Cookie settings in Chrome

Cookie settings in Safari

**What cookies do we use and why?**

To find out about specific cookies we use on this site, please see below for details.

The cookies used on our site are categorised as follows:

Strictly necessary

Performance

Strictly necessary

‘Strictly necessary’ cookies let you move around the site and use essential features like accessing your profile and posting feedback. Without these cookies, these services cannot be provided. Please note that these cookies do not gather any information about you that could be used for marketing or remembering where you’ve been on the internet. We use these strictly necessary cookies to: identify you as being logged in to our site; and enable you to submit information via online forms such as registration and feedback forms. Accepting these cookies is a condition of using the site, so if you prevent these cookies we can’t guarantee your use of our site or how the security on our site will perform during your visit.

‘Performance’ cookies collect information about how you use our site e.g. which pages you visit, and if you experience any errors. These cookies do not collect any information that could identify you and is only used to help us improve how our site works, understand what interests our users and measure how effective our content is. We use Web Analytics performance cookies to provide anonymous statistics on how our site is used. Some of our performance cookies are managed for us by third parties. However, we don’t allow the third party to use the cookies for any purpose other than those listed above. By using our site, you accept the use of ‘Performance’ cookies. Accepting these cookies is a condition of using the site, so if you prevent them we cannot guarantee how our site will perform for you.

**More information about cookies**

Information about cookies: useful information about cookies can be found at: <http://www.allboutcookies.org> International Chamber of Commerce United Kingdom: information on the ICC (UK) UK cookie guide can be found on the ICC Web site section: http://www.internation-chamber.co.uk/our-expertise/digitaleconomy

**Other websites and embedded content**

Our website may contain links to other websites for example, YouTube. We do not have any control over any other website and we strongly advise you check the privacy policy of any website linked. We cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement.

**Children**

Our services are not intended for individuals under 16 years of age. We do not intentionally collect personal information from individuals under 16 years of age.

**How to contact us? Any questions or complaints?**

If you have questions about your personal data or our privacy policy, please contact us at:

Email: [projectrun@outlook.com](mailto:enquires@tlmtrading.com)

Telephone: 07568751637

Post: Team Project Run Ltd, 3 Great Plumtree, Harlow, Essex, CM2O 2NT