



Breathe and Recover GDPR and Privacy Policy Information

Document Reference Number: 22.02.22

Review Date: 11.06.24

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Version: 1.0

Revision History

Version	Date	Editor	Summary of Change
1.1	11.06.23	F.Bingley	Nil





Breathe and Recover takes the privacy of its participants very seriously and adheres to all aspects of the Data Protection Act 2018 and General Data Protection Regulations.

We only hold your minimal 'personal' data when you provide it to us, e.g., signing up for newsletters, signing up to an event, or buying a class or programme.

You can visit our website without revealing identifying details such as your name or email address however your IP address will be recorded by Squarespace.com (Our website host) under their Cookies Policy.

The data that we do hold is relative to your relationship with us. It will only include personal information if you have voluntarily provided that to us (for instance, a contact method such as phone number and/or email).

By visiting our website, using our services, or participating in our activities, you agree to your personal information being collected and used in the manner set out in this Privacy Notice as updated from time to time.

When updated, should there be any material changes and/or changes that could negatively impact you we will make reasonable efforts to notify you in advance and give a reasonable period of time for you to object to such changes.

If you have any requests concerning your personal information or our practices, please contact our team at: contact@breatheandrecover.com, or by writing to: 37 College Street, Southampton, Hampshire SO14 3EJ.

Alternatively, please call contact telephone number 07743396551

This Policy explains the privacy and the data protection practices about

- Breathe and Recover
- Why we collect your data
- What personal information is collected
- Cookies
- How we use your information
- What information we disclose to other parties
- How long we store your data
- For our participants
- For our employees
- Social Media
- How you are in control
- Where we store your data
- Online security
- Links to other websites
- Changes to this Policy

Breathe and Recover is a Data Processor, and uses the Mومence.com (Ribbon Technologies, Inc) to manage its booking system. It is this system that holds the minimum necessary data provided by participants in order to take part in sessions online or in person and to for those participants to make payment when required for any sessions.





In this policy, the words 'We', 'Us', 'Our' or 'B&R' refer to Breathe and Recover 'the organisation'.

Breathe and Recover Limited is a company registered in England and Wales (registered number: **12667601**) at 37 College Street, Southampton, Hampshire SO14 3EJ

WHY WE COLLECT YOUR DATA

Under law, we normally use a condition called 'legitimate interest' to process your data. We process your data in our legitimate interest to provide breathwork and yoga to people who have asked to participate in these services.

We determine that in you providing your personal data to us you do so either to work with the organisation or to take part in its sessions or programmes. We will therefore process your data according to the way in which we have received your data as follows

- When you submit your personal information to us either via a webform or printed form we will store that data in our database held by Momence.com (Ribbon Technologies, Inc), and record any activities that you undertake. We do this to enable us to maintain any preferences you have for receiving information from us and to ensure we suppress your contact when you have requested us to do so.
- If you undertake events or challenges or volunteer for us, then we will use your personal data to fulfil our legal requirements in administering those relationships.

WHAT PERSONAL INFORMATION IS COLLECTED?

We collect the following types of information

Personal Information such as name, telephone number, email address, card or bank details, etc. This is taken from the information you voluntarily submit via registration forms, correspondence, phone calls and is held by the company Momence.com (Ribbon Technologies, Inc).

We are working closely with third parties (including, for example, business partners, sub-contractors in technical, payment and delivery services, advertising networks, analytics providers, search information providers, credit reference agencies). We will notify you, in advance, where possible when we receive information about you from them and the purposes for which we intend to use that information.

COOKIES

Momence.com (Ribbon Technologies, Inc) and Squarespace (our website host) use 'cookies' on our website to help us improve its look and feel. A cookie is a small text file which is placed on your hard drive whenever you visit a website. It collects statistics by tracking your movements and can also be used to identify when you return to a website. Where cookies are used, you will be informed of their presence and function and given the opportunity to disallow the cookie being placed on your hard drive. For more information, please read any of our relevant partners' cookie and privacy policies.

HOW WE USE YOUR INFORMATION

Breathe and Recover will process your data through Momence.com (Ribbon Technologies, Inc) to administer the following items:





- Help deal with your enquiry, request, or application.
- Process your purchase.
- Seek your ideas and feedback, via research or surveys.
- Detect and prevent fraud by verifying identities and enabling technical improvements.
- Provide a more personalised service, such as using your details, interests, and behaviours to customise communications we may send you.
- Provide it to a professional body if required by law or to comply with a legal obligation. To register you with our web site and to administer our web site services for assessment and analysis (e.g., market, customer and product analysis) to enable us to review, develop and improve the services which we offer and to enable us to provide you and other customers with relevant information through our marketing programme.
- Notify you about changes to our Service.
- Keep you informed of Trading products (including special offers and discounts which we consider may be of interest to you) from Momence where you have either purchased something previously or given your consent to be added to our marketing list by email or post.
- We will seek further explicit consent from you to process your data for the following:
- Provide further information about our cause, work, activities or products by email, phone or text.
- Where we take photographs of you, we will seek your consent to use them on our website or any published types of media.
- Where you are a child aged 17 years or under, we will seek the consent of your legal guardian to enable us to add your details to our database.

TARGETED DIRECT MARKETING AND DATA ANALYSIS

To ensure we send you information about the Organisation that is relevant to you we use simple selections and screening techniques which provides an improved experience for all our participants.

To select relevant audiences for directing marketing activity we analyse your session attendance information relating to you in order to better understand your interests and preferences. In doing this, we may use additional information from third party sources when it is available.

We will analyse data about our participants, because it allows us to understand the background of the people who participate in our sessions and programmes, and seek services from us.

WHAT INFORMATION WE DISCLOSE TO OTHER PARTIES

We never sell, rent or share your details with other organisations or companies for marketing purposes. The only time your information is shared with other organisations is

- Where you have given your permission for us to do so
- With a small number of trusted partners who are employed as our service providers or agents and are contractually bound to use your information strictly for the performance of a particular service only (e.g., those who securely process payments, deliver goods, host the website, etc.).





These trusted partners are also required to comply with data protection legislation. Examples of these partners Momence.com (Ribbon Technologies, Inc), Paypal.com, Stripe, Zoom, Squarespace, and Mailchimp. If you have any concerns about data sharing please get in touch.

- When we are obliged to do so by law such as sending your information to be checked against the Telephone Preference Service, or if contacted by recognised lawful authorities with a reasonable request for information.
- Analytics and search engine providers such as Google that assist us in the improvement and optimisation of our site.

HOW OUR EMAIL MARKETING WORKS

If you sign up to our email newsletters, we will send them to you with your consent and only until you unsubscribe or ask us to stop sending them.

Currently, our newsletters contain tracking pixels which tell us whether they have been opened, and unique URLs which tell us who has selected the links inside the email. This is the default behaviour of our email provider and we are unable to make the feature work on an opt-in only basis at the moment.

We want to share relevant information with you, so this functionality is useful to us but at the moment we can't disable it for specific recipients.

We use the information about whether you have opened a newsletter, or clicked on the links inside the email, to help us improve the quality and relevance of our communications.

If you don't want this kind of tracking to be applied to the emails that you receive from us, you can change the settings in your email program to prevent remote images from being loaded and access the content directly from our website rather than following the links.

LINKS TO OTHER WEBSITES

Our website may contain information linked to or provided by other companies (such as third-party events, etc). They are outside of our control and not covered by this Privacy Policy. Please be aware that, should you access other sites using the links provided, the operators of these sites may have a privacy notice which differs from our own.

We do not accept any responsibility or liability for such privacy policies. Please check the relevant policies before you submit any personal data to these websites.

VOLUNTEERS

Where you contact us to either request the assistance of Breathe and Recover staff or to provide your services as a Breathe and Recover volunteer, we will process your personal data (name, email address and phone number) in order to provide this service. We do not capture any special category data as part of this process.

SOCIAL MEDIA

As part of our communication and marketing activities, we have an Instagram account to share our activities. Please see Instagram.com for information on their data protection and cookies policies.





FOR OUR PARTICIPANTS

We never sell your details to other organisations or third parties.

Where you agree to complete surveys or questionnaires relating to our services we provide to you, we will retain this data in a secure database with access to limited staff against your record for a period of 10 years.

We share fully anonymised, unidentifiable data with other organisations for research purposes with the aim of developing an understanding of participants needs across the sector.

We may occasionally need to share your information with our partner organisations in order to deliver the service and support you need. We will NEVER do this unless you have given your consent for us to do so.

HOW YOU ARE IN CONTROL

We will send you information about Breathe and Recover according to any preferences you submitted by phone or email. You can alter your preferences through your existing portal registration account at Momence.com (Ribbon Technologies, Inc). Alternatively, contact us directly by emailing contact@breatheandrecover.com, or by calling 07743396551, Monday-Friday, 9am-5pm.

Please note, if you ask us not to contact you for marketing purposes, we will retain your details on our suppression list to ensure we do not accidentally contact you in the future.

We will usually inform you (before collecting your data) if we intend to use your data for such purposes or if we intend to disclose your information to any third party for such purposes.

You are in control of the data we hold about you and at any time you can request via these links to the Information Commission website (ICO)

[to have any inaccuracies in your personal data corrected](#)

[to restrict the processing of your data](#)

[to access the personal data held about you](#)

[your data to be provided to you in a portable format](#)

[to object to processing we undertake in our legitimate interests. We always seek to balance your rights objectively against our interests but if you have any questions in respect of this please contact us](#)

[to have your data deleted \(also called the right to erasure\)](#)

You can make a request for any of the above by writing to the Data Processor, Breathe and Recover, 37 College Street, Southampton Hampshire SO14 3EJ or by email contact@breatheandrecover.com

To speak to us please call our team on 07743396551.

Whilst we will endeavour to adhere to your wishes we may not be able to delete your data if there is a legal obligation to retain it, this includes where financial data must be retained for seven years or





where data must be retained to enable us to defend our legal rights. We will inform you of the basis of any such decision not to delete your data as appropriate.

If you are unhappy about how your personal data is managed you can raise a concern or complaint with the Information Commissioner, telephone 0303 123 1113 or visit the ICO website www.ico.org.uk

We may request proof of identity to be able to fulfil your request.

HOW LONG WE KEEP YOUR INFORMATION FOR

If you support our Organisation, undertaking a programme, volunteering, signing up to our marketing list, or purchasing a product/session from Momence.com (Ribbon Technologies, Inc), will keep your data in our active database up to ten years after your last activity.

This is so that, if you re-connect with us, we will have a history of how you have been involved with the Organisation in the past. After this time, your data is deleted.

If you want us to stop holding your data at any time you can contact us and request that we stop processing your data. (See the section entitled 'How you are in control').

WHERE WE STORE YOUR DATA

We make every effort to securely store any data. All Breathe and Recover data is kept within the EU and our storage of it adheres to Data Protection Regulation.

In the course of our business, we may transfer data to reputable companies outside the European Economic Area. We take steps to ensure that your information will be afforded the same level of protection as that required of us under applicable UK data protection legislation.

All information you provide to us is stored on our secure servers. Any payment transactions will be encrypted using SSL (Secure Sockets Layer) technology.

Where we have given you (or where you have chosen) a password which enables you to access certain parts of our site, you are responsible for keeping this password confidential.

We ask you not to share a password with anyone.

ONLINE SECURITY

No transmission via the internet is wholly secure, so we urge you to safeguard your data by protecting your computer with anti-virus software and ensuring your data is being transmitted securely. Any information you choose to send to us is carried out at your own risk.

Our team is working hard to ensure system resilience at Breathe and Recover and we also ensure that that any third party data processors we utilise are compliant with the security provisions of the Data Protection Act 2018.

We do not retain credit card or banking details on our web servers. Instead, where payments are taken by Stripe or Paypal.com, they transfer them to a secure banking database for the purpose of collecting and recording payments. They also encrypt payment pages using SSL.





Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

CHANGES TO THIS POLICY

Breathe and Recover reserves the right to modify its website and/or this Privacy & Security Policy at any time. It was last updated in February 2022.

