

# Privacy & Cookies Policy

This privacy policy is in line with General Data Protection Regulation (GDPR) and Data Privacy 2018 UK Laws. This policy is effective as of 9 December 2020. This policy is updated when necessary and the latest version will always be published on this page.

If you have any questions or concerns regarding this policy, please contact Kim Collison Ltd directly by email at [kim@kimcollison.co.uk](mailto:kim@kimcollison.co.uk).

## What is this Privacy Policy for?

This privacy policy is for this website [kimcollison.co.uk](http://kimcollison.co.uk) and the services provided by Kim Collison Ltd and governs the privacy of its users. The policy sets out the different areas where user privacy is concerned and outlines the obligations & requirements of the users, the website and Kim Collison Ltd. Furthermore the way this website and Kim Collison Ltd collects, stores and protects user data and information will also be detailed within this policy.

## The Website and Coaching Services

This website and Kim Collison Ltd take user privacy seriously and use a proactive approach to ensure the necessary steps are taken to protect the privacy of its users. This website and the services provided to users by Kim Collison Ltd complies to all UK national laws and requirements for user privacy.

## Use of Cookies

This website uses cookies to better the users experience while visiting the website. Where applicable this website uses a cookie control system allowing the user on their first visit to the website to allow or disallow the use of cookies on their computer / device. Cookies are small files saved to the user's computers hard drive that track, save and store information about the user's interactions and usage of the website. This allows the website, through its server to provide the users with a tailored experience within this website. Users are advised that if they wish to deny the use and saving of cookies from this website on to their computers hard drive they should take necessary steps within their web browsers security settings to block all cookies from this website and its external serving vendors.

This website uses tracking software to monitor its visitors to better understand how they use it. This software is provided by GoDaddy which uses cookies to track visitor usage. The software will save a cookie to your computers hard drive in order to track and monitor your engagement and usage of the website, but will not store, save or collect personal information. You can read GoDaddy's privacy policy here for further information ( [privacy-policy](#)).

Other cookies may be stored to your computers hard drive by external vendors when this website uses referral programs, sponsored links or adverts. Such cookies are used for conversion and referral tracking and typically expire after 30 days, though some may take longer. No personal information is stored, saved or collected.

## Contact & Communication

Users contacting this website and/or its owners do so at their own discretion and provide any such personal details requested at their own risk. Your personal information is kept private and stored securely until a time it is no longer required or has no use, as detailed in the Data Protection Act 2018. Every effort has been made to ensure a safe and secure form submission process but advise users using such processes that they do so at their own risk.

This website and Kim Collison Ltd use any information submitted to provide you with further information about the products / services they offer, to assist you in answering any questions or queries you may have submitted or in the provision of coaching services. Your details are not passed on to any third parties.

The website contact form is provided by GoDaddy, protected by reCAPTCHA and the Google Privacy Policy (<https://policies.google.com/privacy>) and terms of service (<https://policies.google.com/terms>) apply.

The appointments scheduling calendar is provided Acuity Scheduling and their privacy policy can be found here(<https://www.squarespace.com/privacy>)

Training peaks platform is used as a third party software to collect activity data and subjective comments. Privacy policy can be found here: <https://www.trainingpeaks.com/privacy/> To access your data and erase you can fill in a request at <https://home.trainingpeaks.com/privacy-request> or you can delete your account from your account management page.

Google Drive is used for long term planning towards events and can be shared with the athlete.

### What information do we collect and how do we use it?

In delivery of the website and coaching services, Kim Collison Ltd may gather the following types information:

- Enquiries through the website will collect contact details (name, email address, phone number) for the purpose of responding to your request for information on the services provided by Kim Collison Ltd. By submitting an enquiry you are consenting for Kim Collison Ltd to contact you in relation to your request only. You will not receive any further contact from Kim Collison Ltd unless you have specifically agreed to further communications.
- Acuity Appointment Scheduler will collect contact details (name, email address, phone number) and information about the user (age, location, running related experience, time constraints) relevant to the delivery of the contracted services provided by Kim Collison Ltd.
- Information to improve understanding and build rapport with a coaching client maybe collected in order to provide an individualised coaching service. This is stored on a locked computer owned by Kim Collison Ltd, iCloud Drive and Google Drive accounts which can be accessed remotely by employers of Kim Collison Ltd.

- Data uploaded and comments made on Training Peaks are used to analyse, feedback and customise training plans. All data is stored on Training Peaks. Some data may be transferred to Google Drive to help with long term monitoring of performance and planning.
- Any handwritten notes with personal information are shredded and not stored.

## **Retention and removal of personal data**

Enquiries made through the website will be retained for one month from the submission of the contact form. Personal data collected from the services delivered by Kim Collison Ltd will be retained for six months from the date the service ended.

TrainingPeaks accounts linked to Kim Collison Ltd Coaching account will be deleted 6 months after the end of the service unless it is a temporary break. You can terminate the link at any point from your account management.

## **Your rights in relation to personal data**

The user is legally entitled to access their own personal information held by kimcollison.co.uk and Kim Collison Ltd and request correction or deletion provided this is not outside of the retention timescales outlined in this Policy. Requests should be made in writing to kim@kimcollison.co.uk and this will be fulfilled within one calendar month of receipt of the request. Proof of identity maybe requested to prevent the disclosure of personal information about another user.

## **External Links**

Although this website only looks to include quality, safe and relevant external links, users are advised to adopt a policy of caution before clicking any external web links mentioned throughout this website. (External links are clickable text / banner / image links to other websites, similar to; Running event/race web sites.)

The owners of this website cannot guarantee or verify the contents of any externally linked website despite their best efforts. Users should therefore note they click on external links at their own risk and this website and its owners cannot be held liable for any damages or implications caused by visiting any external links mentioned.

## **Adverts and Sponsored Links**

This website may contain sponsored links and adverts. These will typically be served through our advertising partners, to whom may have detailed privacy policies relating directly to the adverts they serve. Clicking on any such adverts will send you to the advertisers website through a referral program which may use cookies and will track the number of referrals sent from this website. This may include the use of cookies which may in turn be saved on your computers hard drive. Users should therefore note they click on sponsored external links at their own risk and this website and its owners cannot be held liable for any damages or implications caused by visiting any external links mentioned.

## **Social Media Platforms**

Communication, engagement and actions taken through external social media platforms that this website and its owners participate on are custom to the terms and conditions as well as the privacy policies held with each social media platform respectively. Users are advised to use social media platforms wisely and communicate / engage upon them with due care and caution in regard.