

Privacy Notice

GDPR

Life Rhythms Ltd respects your privacy and is committed to protecting your personal data. We comply with the [Data Protection Act 1998](#), any subsequent replacement legislation, and the [General Data Protection Regulation \(EU\) 2016/679 \(GDPR\)](#).

Life Rhythms Ltd is registered with the [Information Commissioner's Office \(ICO\)](#), the UK supervisory authority for data protection issues. Our ICO reference number is ZA388099.

Who we are:

Life Rhythms Ltd, registered in England and Wales, number 3395003. Our client company in Spain is Cortijo Romero SL, registered in Spain, CIF B18353938.

Responsibility for processing your data:

This is the responsibility of Life Rhythms Ltd.

Your data:

Bookings: we hold the following data in order to fulfil our contract with you:

- a) your contact details (name, email address, postal address, telephone number)
- b) specific booking details (course and dates, flight numbers and times, etc)
- c) general booking details (medical and dietary requirements where necessary, passport number, date of birth, gender, contact for next of kin).

We store your contact details and the basic booking information securely, for our records and administrative purposes, and if you wish we will also store your general booking details against any future bookings. Otherwise your data is deleted after the end of the calendar year when the booking took place.

We will also hold your contact details in order to send you our newsletters and/or brochures if you have specifically consented to receive them, and we may also occasionally send you information about offers or other marketing which we think may be of legitimate interest to you

Who has access to your data

Your data is handled solely by our staff and none of it is passed on to any third parties for individual processing except to our client company, Cortijo Romero SL, in Spain which has access to booking and client details essential to the smooth running of courses.

However, your data is also stored securely with the following companies, who are all GDPR-compliant:

- a) Our Bookings and Courses database is handled by the software company TGSi Ltd (TGSi.net, UK).
- b) Our mailing list is handled by MailChimp, who utilise your name and email address to send you emails (MailChimp.com, USA).
- c) Our cloud storage for documents, etc, is with Dropbox (Dropbox.com, USA).
- d) Our emails are stored with MyOffice (MyOffice.net, UK).

What are your rights?

At any time you can ask to see a copy of the data we hold about you, and you can ask to have it corrected if it is wrong, or deleted completely, which we will do if this does not conflict with any other legal or legitimate interest constraints. At any time you can ask to be removed from our mailing list.

If you are not satisfied with our response or believe that our processing of your personal data is not in accordance with the law, you can complain to the Information Commissioner's Office (ICO), see <https://ico.org.uk/global/contact-us>

Further information

Please contact us at cr@cortijo-romero.co.uk or telephone us on 01494 765 775 if you require any further information.