## **PRIVACY POLICY**

## Who are we?

Garry Jones of Garry Jones Coaching, email: office@garryjonescoaching.com

Garry Jones Coaching takes your privacy seriously. In general, we use the personal information that we collect from you to identify personal preferences and match your needs with relevant products, and process any orders that you may make through our website.

#### Consent

Your use of this website signifies your consent to us collecting and using personal information about you as specified below in accordance with this Policy. Should we choose to change our policy for any reason, the change will be posted here, so that you are always kept informed of how we collect and use your personal information.

## How do we collect information and how is it used?

- 1. You may provide personal information when communicating with us.
- 2. You may order a product or a service and give your name, email address and delivery address so that the order can be processed and your products (or services where appropriate) delivered to you. Sometimes you may be asked for your telephone number.
- 3. If you enter a competition or promotion we will ask for your name, address and email address.
- 4. We will collect information about your tastes and preferences both when you tell us what these are and by analysis of customer traffic.
- 5. It may be that some of the personal information you give us (for instance about your health or lifestyle) is sensitive personal data within the meaning of the Data Protection Act 1998. Any such information ("sensitive information") will only be dealt with as described below.
- 6. We may use personal information collected to personalise your visits to our website and recommend goods or services to you. We also use the information to help us develop the design and layout of our website to ensure that our site is useful and user friendly as possible.
- 7. We may use personal information collected about you to let you know about functionality changes to our website or changes to our terms and conditions of use.
- 8. Your personal information will never be shared with a third party.

# How do we protect your information?

Garry Jones Coaching has strict procedures covering the storage and disclosure of your information in order to prevent unauthorised access to comply with the Data Protection Act 1998. This means that we may ask you for proof of identity before disclosing any personal information to you.

## Cookies

A cookie is a piece of information that is stored on your computer's hard drive by your web browser. On revising this side our computer server will recognise the cookie, giving us information about your last visit. Most browsers accept cookies automatically, but usually you can alter the settings of your browser to prevent automatic acceptance. If you choose not to receive cookies, you may still use many features of our website.

You may unsubscribe to our communications at any time by emailing office@garryjonescoaching.com