

Data Privacy Policy, Time4You2.

Data Storage

Your personal information is retained in two ways:

- On computer, which is encrypted to prevent data breaches
- On paper documentation, which is stored in a locked filing cabinet

Data Usage

This information is retained in order to, under Article 5(c) and 6(b,c) of the EU-GDPR:

- Because we must ensure that the data is store is “adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.”
 - **This means that Time4You2 will only store the information we need and no more. This is limited to names, email addresses, addresses, phone details and health information. We will not use this information for any purpose outside of delivering our services to you.**
- Because “processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering not a contract”.
 - **Essentially, we can’t provide a service to you without knowing who you are and storing that information in some form. For example, we may need to contact you to discuss events and bookings.**
- Because “Processing is necessary for compliance with a legal obligation to which the controller is subject.”
 - **We are legally required to keep accounting records for 6 years and to prepare our accounts for the HMRC.**