

Privacy Notice

1. General

This Privacy Notice sets out how Bodytek Studios (hereinafter referred to as "**We**") processes data, whether on individuals (including personal data in respect of individuals who are clients, intermediaries or other third parties that We interact with, or any individual who is connected to those parties) or otherwise. Where the data held are on individuals, this document also sets out the rights of those individuals in respect of that personal data.

This Privacy Notice has been prepared in accordance with the provisions of the EU General Data Protection Regulation ("GDPR").

Any questions relating to this Privacy Notice or requests in respect of personal data should be directed to info@bodytekstudios.com

2. Who we are

We are a technological driven personal training studio offering the latest of fitness methodologies.

We strive to protect personal data and apply high standards of conduct when it comes to privacy issues. We ensure that our employees are provided with the appropriate training in order to handle personal data promptly and in accordance with the laws. Furthermore, we endeavor to ensure that any parties with whom We co-operate apply the same high standards when it comes to data protection and privacy as We do.

3. Your personal information

When you visit our internet website(s) and or social media sites we may ask you to provide us with certain information so that we can communicate with you about our products and services. You are not obliged to provide us with such information, but if you choose not to, you may miss out on events and special offers and certain services may not be available to you.

The personal information that we may collect is the following:

- contact details such as name surname, email addresses and telephone numbers;
- contact details from our website's contact page
- personal information we collect and use if you enter or register for our newsletter (including name, surname, email address and/or telephone number);
- Cookies to optimize the user experience (To learn more, please refer to our cookie policy).
- any other information you may provide to us.

4. How we use it

We take your privacy seriously and will only use your personal information in accordance with our Personal Data Protection Policy, in order to communicate with you about our services and to improve the quality of our services.

The purposes for which we collect your personal information are as follows:

- **a.** To communicate with you about our services that may be of interest to you.
- **b.** To investigate and follow up on any comments, inquiries and complaints you may have and to resolve any disputes and problems which may have arisen with respect to the use of our services.
- **c.** To obtain feedback from you that will help us to improve and/ or further the provision of our facilities and services.
- **d.** To comply with a legal obligation to which we may be subject.
- e. Any other purpose specifically requested and/or agreed by you

Your personal information is processed and stored in our central office located in Limassol. It will be accessed only by our employees or contractors who are authorized to do so under a duty of confidentiality and only for the purposes stated above.

We use third party service providers to store and process personal data in certain ways which are useful for the purposes of our business. These, third-party service providers allow us to send you newsletters and company updates. The service providers are only allowed to process your personal data to the extent necessary to provide the services we have requested from them. We shall not carry out any automated decision-making activities, including profiling, using your personal information.

5. How long we keep it

Your information will be kept only for as long as required to fulfil the purposes for which it was collected, in accordance with our Data Retention Policy. After the applicable retention period, your personal data will be irreversibly destroyed unless destruction is prohibited for legal, regulatory or technical reasons.

Any personal data held by us for marketing and service update notifications will be kept by us until such time that you notify us that you no longer wish to receive this information. Please refer to our Data Retention Policy for more information on our personal data retention schedule.

Any requests for further information in relation to the continued processing of specific data and requests for destruction of data should be made to info@bodytekstudios.com

6. Changes to this Privacy Notice

We keep this Privacy Notice under review in order to ensure that it is in line with any changes to the laws relating to privacy and personal data. Any updates will be communicated to you promptly and shall also to our website http://bodytekstudios.com

This Privacy Policy was last updated on 28 June 2020.

7. Your rights

Should you believe that any personal information we hold on you is incorrect or incomplete, you have the ability to request to see this information, rectify it or have it deleted by contacting us at info@bodytekstudios.com

In the event that you wish to complain about how we have handled your personal data, please contact us at info@bodytekstudios.com. We will then look into your complaint and work with you to resolve the matter.

If you still feel that your personal data has not been handled appropriately according to the law, you can contact the Office of the Commissioner for Personal Data Protection, at:

1 Iasonos Str., 1082 Nicosia, P.O. Box 23378, 1682 Nicosia

Tel: +357 22818456 Fax: +357 22304565

Email: commissioner@dataprotection.gov.cy