

Purpose of Collection	Information Category	Data Collected	Purpose for Collection	Lawful Basis of Processing	Data Shared With	Retention Period
1.To provide user with information	Subject matter information	Name, company name, geographic location, email address, wellness aims, previous & current medication, medical history	To provide appropriate online or email information about products and services that you have requested	Contractual fulfillment	Internally Only	Maximum eight years from the date the information is collected.  Six months if a marketing email is left unopened
			To provide further, related, online or email information and ongoing news updates in relation to the identified area of interest.	Legitimate Interest	Internally Only	
		Telephone Number	Follow-up to ensure requested information meets needs and identify further requirements. Appointment reminders	Legitimate Interest	Internally Only	
		Personal contact information as provided through website forms or at trade shows or any other means.	General mailing list subscription.	Consent	Internally only	
		Personal contact information as provided through assessment	To provide further, related, online or email information on services and products.	Consent Legitimate Interest	Internally Only	

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2. Transactional Information	Transaction Details	Name, physical address, email address, telephone number, bank account details (for credit accounts), other medium of content delivery	To process purchase transactions for products and services with customers, and to ensure any transaction issues can be dealt with.	Contractual performance	Internally only	Maximum eight years from the date of the performance of the contract.
			For accounting and taxation purposes	Statutory obligation	Internally and professional advisors	Six months from the date the data subject has input personal information but has not proceeded with a transaction.
			Documentation should any contractual legal claim arise.	Legitimate Interest	Internally and professional advisors.	Eight years for VAT records from the performance of the contract.
	Payment Card Data	Primary account number (PAN), cardholder name, service code, expiration date	To fulfill purchase requests using payment cards.	Contractual performance	Payment card companies, all in line with the PCI DSS	Only retained while authorisation is pending.

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3. Fulfillment Information	Fulfillment Data	Name, Dietary Requirements	Appropriate catering arrangements for training courses/ Wellness retreats	Contractual performance	Internally and training venues	Maximum six years from the date of the performance of the contract.
		Name, contact and identification details.	Access to training courses, attendance registers/ Wellness Retreats	Contractual performance	Internally and training venues	
		Name, contact details.	Licensing details necessary for allocation and maintenance of a license purchased for use of software and related products, distance and e learning.	Contractual performance	Internally and any third parties whose products or services you may have purchased from us.	
		Name, address (es), email address, contact details.	Actual delivery of products or services, in physical or digital form, that you may have purchased from us.	Contractual performance	Internally and any third party logistics or supplier companies with whom we contract in order to fulfill these requirements.	
4. Security	Security Information	Technical information, as described above, plus any other information that may be required	To protect our websites and infrastructure from cyber attack or other threats and to report and deal with any illegal acts.	Legitimate Interest	Internally, forensic and other organisations with which we might contract for this	Relevant statutes of limitation.

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5. Communications	Contact Information	Names, contact details, identification details	To communicate with you about any issue that you raise with us or which follows from an interaction between us	Legitimate Interest	Internally and, as necessary, with professional advisers.	Relevant statutes of limitation.
6. Product Development	Survey Data	Names, contact details, identification details.	To develop existing and new products that meet the expectations and requirement of our customers.	Consent	Internally and where additional consent is given for marketing purposes.	<p>If anonymised for statistical research, this data may be kept indefinitely.</p> <p>Where not anonymised, it shall be retained for a maximum of one year.</p>