



We have created this email privacy policy to demonstrate our firm commitment to your privacy and the protection of your information. We will only use the information that we collect about you lawfully (in accordance with the Data Protection Act 1998).

### Disclaimer

All emails and attachments sent from a 'cambridgekungfu.com' email address may be confidential and are intended solely for the use of the individual to whom they are addressed. Any views or opinions expressed are solely those of the author and do not necessarily represent those of Cambridge Kung Fu Ltd.

If you are not the intended recipient of an email and its attachments, you must take no action based upon them, nor must you copy them or show them to anyone.

Please contact the sender if you believe you have received an email in error.

### Sharing and Usage

We are committed to keeping your e-mail address confidential. You can be assured that Cambridge Kung Fu Ltd. will never share, sell, or rent individual personal information with anyone without your advance permission or unless ordered by a court of law. We will use your e-mail address solely to communicate information relating to Cambridge Kung Fu Ltd.

At any time you may check the information that we hold about you by contacting [info@cambridgekungfu.com](mailto:info@cambridgekungfu.com) and requesting this information. If you find any inaccuracies we will delete or correct them promptly.

### Security

We use security measures to protect against the loss, misuse and alteration of data within our systems and access to our database is strictly monitored and protected from outside users.

Information submitted to us is only available to employees managing this information for the purposes of contacting you or sending you emails based on the classes you or your child attend. All employees are kept up-to-date on our security and privacy practices and are regularly notified and/or reminded about the importance of privacy and what they can do to ensure that members' information remains protected at all times.

### Why did you receive an email from us?

If you received an email from Cambridge Kung Fu Ltd. it means that your email address is either listed with us as someone who has expressly shared this address for the purpose of receiving information or otherwise has an existing relationship with us.

### How can you stop receiving email from us?

We respect your time and attention by controlling the frequency of our mailings. However, if you wish to cease receiving email from us, or if you wish to change your expressed interests, simply contact [info@cambridgekungfu.com](mailto:info@cambridgekungfu.com) with your instructions.

If you have received unwanted, unsolicited email sent via this system or purporting to be sent via this system, please forward a copy of that email with your comments to [info@cambridgekungfu.com](mailto:info@cambridgekungfu.com) for review.



## Website Privacy and Usage Policy

This privacy policy sets out how Cambridge Kung Fu Ltd. uses and protects any information that you give us when you use our website.

Cambridge Kung Fu Ltd. is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using our website, then you can be assured that it will only be used in accordance with our privacy statement. We will only use the information that we collect about you lawfully (in accordance with the Data Protection Act 1998).

Cambridge Kung Fu Ltd. may change this policy from time to time. If this privacy policy changes in any way, we will place an updated version on this page. Regularly reviewing this page ensures you are always aware of what information we collect, how we use it and under what circumstances, if any, we will share it with other parties.

### **Cookies**

We may use technology to track the patterns of behaviour of visitors to our website. This can include using a 'cookie'. A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about webpage traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

For further information about cookies, including how to delete them please visit [www.aboutcookies.org](http://www.aboutcookies.org).

### **What information do we collect?**

Anonymous information is collected for every visitor to our website. This includes pages viewed, date and time, and browser type. IP numbers are not stored, but are temporarily used to determine domain type and in some cases, geographic region. We do not make any association between this information and a visitor's identity. This information is used to build anonymous behavioural profiles to target relevant content without knowing your identity.

Your information is collected when you fill in a contact form on the Cambridge Kung Fu Ltd. website, or when you send an email to Cambridge Kung Fu Ltd. The information that is provided by you will only be used for the purpose for which it is provided. You may inform us at any time if you wish Cambridge Kung Fu Ltd. to cease using your personal information.

Under the Data Protection Act, we have a legal duty to protect any information we collect from you. We use security measures to protect against the loss, misuse and alteration of data within our systems and access to

our database is strictly monitored and protected from outside users. All employees are kept up-to-date on our security and privacy practices and are regularly notified and/or reminded about the importance of privacy and what they can do to ensure that information remains protected at all times.

You can be assured that Cambridge Kung Fu Ltd. will never share, sell, or rent individual personal information with anyone without your advance permission or unless ordered by a court of law. At any time you may check the information that we hold about you by contacting [info@cambridgekungfu.com](mailto:info@cambridgekungfu.com) and requesting this information. If you find any inaccuracies we will delete or correct them promptly.

## **Disclaimer**

The information contained in the Cambridge Kung Fu Ltd. website is for general information purposes only and is subject to change without notice. While we endeavour to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, timeliness, performance, suitability or availability with respect to the information, products, services, or related graphics found or offered on this website for any particular purpose.

You acknowledge that such information and materials may contain inaccuracies or errors and we expressly exclude liability for any such inaccuracies or errors to the fullest extent permitted by law. Any reliance you place on such information is therefore strictly at your own risk.

It shall be your own responsibility to ensure that any products, services or information available through this website meet your specific requirements. In no event will we be liable for any loss or damage including without limitation, indirect or consequential loss or damage, or any loss or damage whatsoever arising from loss of data or profits arising out of, or in connection with, the use of this website.

Every effort is made to keep the website up and running smoothly. However, Cambridge Kung Fu Ltd. takes no responsibility for, and will not be liable for, the website being temporarily unavailable due to technical issues beyond our control.

Unauthorised use of this website on your part may give rise to a claim for damages and/or be a criminal offence. Your use of this website and any dispute arising out of such use of the website is subject to the laws of England, Northern Ireland, Scotland and Wales.

## **Links to other Websites**

Our website may contain links to other websites of interest which are not under the control of Cambridge Kung Fu Ltd. Therefore, once you have used these links to leave our site, you should note that we do not have any control over the nature, content and availability of those other websites.

The inclusion of any links does not necessarily imply a recommendation or endorse the views expressed within them. We cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

## **Copyright**

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## **Questions or Concerns**

If you have any questions, comments or concerns about our website, our email privacy policy or our Website Privacy and Usage Policy or if you wish to see our records of any correspondence you have sent to us then please contact [info@cambridgekungfu.com](mailto:info@cambridgekungfu.com).