

# Pilates South West

## Privacy Notice

### **What personal data does Pilates South West collect?**

The data routinely collected consists of the client's:

- Name
- Address
- Email Address
- Phone Number
- Date of Birth
- Occupation
- Physical conditions and injuries
- Lifestyle details in relation to physical activity
- Signature
- Emergency Contact Person

This data is collected directly from the client when they commence Pilates sessions and thereafter updated at regular intervals or when a client's circumstances change.

### **What is this personal data used for?**

This data is used to:

- Communicate information
- Organise sessions
- Ensure sessions remain appropriate to the client's physical needs

### **Who is your data shared with?**

Your email address is used to send birthday and Christmas ecards using [www.jacquielawson.com](http://www.jacquielawson.com).

Your personal data is not passed on by Pilates South West to organisations or persons other than that indicated above.

### **Where does this data come from?**

Data is collected by means of:

- Health Questionnaire
- Lifestyle Questionnaire
- Email correspondence
- Verbally

## **How is your data stored?**

Your data is stored in digital form:

- On a personal laptop (Mac Address Book, Google Contacts, Google Email, Excel spreadsheet Cancellation Contacts, Class Registers, scanned Health Questionnaires/Lifestyle Questionnaires where client has chosen this format)
- In the form of back-up copies on a Time Machine storage system
- On a smart phone (emails)

...and in the form of written documents stored at the home of Sarah Grey:

- Health Questionnaires (filled out by client)
- Lifestyle Questionnaires (filled out by client)
- Card Indexes (written by Sarah Grey, based on client questionnaires and private sessions)

## **Who is responsible for ensuring compliance with the relevant laws and regulations?**

Under the GDPR (General Data Protection Regulation) Pilates South West does not have a statutory requirement to have a Data Protection Officer. The person who is responsible for ensuring Pilates South West discharges its obligations under the GDPR is Sarah Grey.

## **Who has access to your data?**

Sarah Grey has access to your data in order for her to carry out her legitimate role as instructor.

Sub-contractors of Pilates South West may be given very limited access to data for specific tasks, such as covering a class. They are not free to use it for any other purpose.

Data will only be shared with a client's medical practitioner (for example a chiropractor or osteopath) if the client has given explicit permission to do so.

[www.jackielawson.com](http://www.jackielawson.com) holds client email addresses in their Address Book to enable Pilates South West to send out birthday and Christmas ecards.

If you wish your email address to be removed from this location, please contact Sarah Grey.

If you no longer wish to receive ecards from Pilates South West, please contact Sarah Grey.

## **What is the legal basis for collecting this data?**

Pilates South West collects personal data that is necessary for the purposes of its legitimate interests and in order to teach clients safely.

### **How you can check what data we have about you?**

If you want to see the basic data Pilates South West holds about you, please contact Sarah Grey. You will be provided with access to your data as soon as a mutually convenient date can be reached.

There is not usually a fee for this, although Pilates South West can charge a reasonable fee based on the administrative cost of providing the information if a request is manifestly unfounded or excessive, or for requests for further copies of the same information.

### **Does Pilates South West collect any "special" data?**

The GDPR refers to sensitive personal data as "special categories of personal data".

Pilates South West does not record any such special data of these categories, the only data it records relates to the physical conditions or injuries of clients who have explicitly requested it to be recorded for the purpose of enabling them to participate fully in the sessions. If you wish to change this data on your record you can do so at any time by contacting Sarah Grey.

### **How can you ask for data to be removed, limited or corrected?**

If you are concerned about removing, limiting or correcting the data held by Pilates South West, please contact Sarah Grey.

### **How long does Pilates South West keep your data for, and why?**

Client data is usually kept after a client is no longer attending sessions in case they later wish to re-commence. However, any former client can request their data be deleted at any time.

Data relating to accounting or personnel matters, is kept for the legally required period.

### **What happens if a member dies?**

In the event of a client death, their next-of-kin can request that all personal data relating to the client be deleted.

### **Can you download your data to use it elsewhere?**

Your data is not held in a location whereby it can be downloaded.