

Lengthen Pilates

General Data Protection Regulation

I am a Data Controller under the terms of the Data Protection Act 2017 and the requirements of the EU General Data Protection Regulation.

This **Privacy Notice** explains what Personal Data I hold, why I hold and process it, who I might share it with, and your rights and freedoms under the Law.

Types of Personal Data

I hold personal data in the following categories:

1. Client health data and correspondence.
2. Hall letting contact's data.

Why we process Personal Data (what is the "purpose")

"Process" means I obtain, store, update and archive data.

1. Client data is held for the purpose of providing Clients with appropriate, high quality, safe and effective Pilates
2. Hall letting contact's data is held for the purpose of booking halls.

What is the Lawful Basis for processing Personal Data?

The Law says I must tell you this:

1. I hold clients' data because it is in my **Legitimate Interest** to do so. Without holding the data I cannot work effectively or safely.
2. I hold Hall letting contact's data because it is needed to **Fulfil a Contract** with me.

Who might I share your data with?

I can only share data if it is done securely, it is necessary to do so and I have your written permission. For example, if I have your written permission:

1. Client data may be shared with other healthcare professionals who need to be involved in your care (for example if I need to discuss your treatment with a Physiotherapist or Osteopath.)

Your Rights

You have the right to:

1. Be informed about the personal data I hold and why I hold it.

2. Access a copy of your data that I hold by contacting me directly: I will acknowledge your request and supply a response within one month or sooner.
3. Check the information I hold about you is correct and to make corrections if not
4. Have your data erased in certain circumstances.
5. Transfer your data to someone else if you tell me to do so and it is safe and legal to do so.
6. Tell us not to actively process or update your data in certain circumstances.

How long is the Personal Data stored for?

1. I will store Client data for as long as I am providing care, treatment or recalling Client's for further care. I will archive (that is, store it without further action) for as long as is required for legal/Insurance purposes.
2. I must store Hall letting contact's data for seven years after the contract is ended.

What if you are not happy or wish to raise a concern about our data processing?

You can complain in the first instance to me and I will do my best to resolve the matter. If this fails, you can complain to the Information Commissioner at www.ico.org.uk/concerns or by calling 0303 123 1113