**PASSION4PILATES PRIVACY POLICY**

**​PERSONAL DATA COLLECTION**

A certain amount of personal data is collected by Passion4Pilates at the time of booking either an assessment or a private session/class. This is for the purposes of meeting Insurance Company criteria as well as for your health and safety during a Pilates private session or class.  Health information is also used to tailor sessions to suit your individual needs and to customise programmes.

All information gathered by Passion4Pilates is on paper or through postural photographs which are printed out an placed into a file and the photographs are then deleted off the device or camera used.  These are treated as confidential and will not be shared with a third party unless it is necessary to discuss with your consultant or therapist with your approval. If you grant permission, this information is kept securely in the and only viewed by Susan Cooper.

You may update or correct your account information and email preferences at any time by informing Susan Cooper of Passion4Pilates so she can update your consent form.

Information submitted by paper form and photographs taken and printed out are then stored securely for the time determined by the Insurance Company.

My Insurance Company request that I keep a record of my customer’s data and registrations for seven years after your last session or class with me.

If you wish to alter any of your data, review how it is used or wish to request its return to you, please contact Susan Cooper at sue@passion4pilates.net or call me on 07854396029.

You may, of course, decline to submit personally identifiable information to Passion4Pilates, in which case Passion4Pilates may not be able to provide certain services to you.

​**HOW I USE YOUR CONTACT INFORMATION**

When signing up for some Pilates private sessions or a class you will be asked to sign a disclaimer/consent form. In doing so you are agreeing to your email and phone number being used by Passion4Pilates to inform you of any changes or relevant information directly relating to the service you have booked.

You may, of course, decline to submit your email and phone number to Passion4Pilates, which in some cases may mean that Passion4Pilates is not be able to provide certain services to you.

If you do not wish to submit your email, then please ensure you have given Susan Cooper a contact phone number where you can be reached.

Direct marketing emails informing you of new, future or alternative services I am providing are sent through a secure permission-based email system called MailChimp (see their Privacy Policy at www.mailchimp.com). You have the ability to Opt-In at this point, and subsequently subscription preferences may be changed by you at any time.

**Phone Numbers**

I may, from time to time, use your phone number to contact you about urgent changes to your service. I will only do this if you have booked the service in question or have requested me to contact you in this regard. If you do not wish to be contacted in this way, please inform Susan Cooper at sue@passion4pilates.net.

**Emergency Contact Information**

Emergency Contact information is collected solely for use in an emergency, should Passion4Pilates need to contact your next of kin or give this information to the emergency services. This is the only information that would be shared with a third party, and only in the context of an emergency.

**NOTIFYING YOU OF CHANGES TO THIS NOTICE**

If there is a change to Passion4Pilates privacy notices or how we use your data we shall contact you via email notice, written or hard copy notice, or through conspicuous posting of the notice on my social media channel. I reserve the right to determine the form and means of providing notifications to you, and you may have opted out of certain means of notification as described in this Privacy Notice.

​**LINKS TO OTHER WEB SITES**

Passion4Pilates is not responsible for the practices employed by websites linked to or from Passion4Pilates, nor the information or content contained in them. Please remember that when you use a link to go from Passion4Pilates to another website, our Privacy Notice is no longer in effect. Your browsing and interaction on any other website, including those that have a link on our website, is subject to that website’s own rules and policies. Please read over those rules and policies before proceeding.

​**CHANGES TO OUR PRIVACY NOTICE**

Passion4Pilates may update its Privacy Notice from time to time, and so you should review this Notice periodically. When we change the notice in a material way, we will update the ‘last modified’ date at the top of this Privacy Notice. Changes to this Privacy Notice are effective when they are posted on this page. If you have any questions about this Privacy Notice, the practices of this site, or your dealings with this website, please contact Susan Cooper at sue@passion4pilates.net or 07854396029.

If at any time you feel that there is an issue with the way Passion4Pilates handles your data then you can contact the ICO (Information Commissioner’s Office).

**YOUR RIGHTS**

Data Protection Law means that you have extensive rights regarding the collection, storage and use of your data.

Under the GDPR (General Data Protection Regulation) you have the following rights as an individual regarding your data:

1. The right to be informed
2. The right of access
3. The right to rectification
4. The right to erasure
5. The right to restrict processing
6. The right to data portability
7. The right to object
8. Rights in relation to automated decision making and profiling

If you would like to find out more about these rights, or if you would like to report a breach of them then you can contact the ICO (Information Commissioners Office)

https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/

or call their helpline on 0303 123 1113

Further contact details for the ICO can be found here: https://ico.org.uk/global/contact-us/helpline/