

CB Fitness and Pilates Privacy Policy

Our contact details

Name: Chloe Bircher Address: Whitehaven Grove, Chellaston, Derbyshire, DE73 6NE Phone Number: 07515147409 E-mail: <u>Chloe.bircher@gmail.com</u>

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Information collected on the health questionnaire upon signing up for our services

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To help us contact you upon purchasing a plan
- If subscribed to the website for updates
- Health questionnaire that is completed when signing up and/or liability form

We also receive personal information indirectly, from the following sources in the following scenarios:

• You have been referred to us from another agency i.e., physiotherapist or another practitioner

We use the information that you have given us in order to safely provide you with a personalised Pilates/Fitness plan and/or to share information with another company when specifically asked to by yourself and/or if it is part of an NHS referral (physiotherapist).

We may share this information with a designated person that you have told us about if you are a vulnerable adult and/or child.



Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting Chloe Bircher – details at top of policy

- (b) We have a contractual obligation.
- (c) We have a legal obligation.

How we store your personal information

Your information is securely stored on a work hard drive and locked filing cabinet (where applicable) and a work phone (password protected)

We keep all information provided for time that you are using our services and the 6-year period after as per GDPR guidelines. We will then dispose your information by shredding any paperwork and deleting fully any information off our devices.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.



You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at <u>chloe.bircher@gmail.com</u> if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information or would like to make a general complain about out company/member of staff, you can make a complaint to us at <u>chloe.bircher@gmail.com</u> or via our website contact form.

You can also complain to the ICO if you are unhappy with how we have