GDPR and how Lighthouse Pilates Complies.

Lighthouse Pilates Nottingham has new updated policies for collecting and storing personal information on all clients to ensure compliance with new GDPR laws that are coming into force later this month (May 2018).

**My Privacy Policy**

As part of your enrolment to my classes, I collect certain information about you including personal contact information, emergency contact details as well as health information/medical history.

All Client Health Questionnaires/ Contact forms will be treated in the strictest confidence and stored in accordance with Data Protection Legislation. This Means that your details will be held and stored securely in a locked file in my home office. Forms will be held on file for 5 years for all clients at which point the form will be destroyed. I do not record your medical information anywhere else, these details are only on the form you have provided.

It is your responsibility to inform me of any changes in your health and fitness activities as well as contact information and to update your form accordingly. Under the 'Citizens Right to be Forgotten' part of the legislation you have the right to request a copy of any data that I hold on you and to ask to be removed from my records. please note however, that I may need to retain some of your data in order to comply with my legal, insurance and tax obligations.

I only use your personal health data to help me plan classes and exercises that will be of benefit to you and also to satisfy my insurers that I have assessed your suitability and received your consent for you to participate in the sessions. Please be assured that No third parties have access to your data. If you chose not to declare your medical history, there will be a separate declaration for you to complete and I have the right to refuse class entry, should I feel that the content will be unsuitable for you and or possibly compromise my professional reputation by allowing you to participate and possibly exacerbate existing issues or cause injury.

It may be necessary for me to update this Policy further in the near future, please review it regularly and or ask me about changes. I will always be transparent and draw your attention to new information as and when it becomes available.

Fay French

Lighthouse Pilates Nottingham