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PRIVACY NOTICE

(why taylor-made fitness collects your personal data and what I do with it)

When you supply your personal details to taylor-made fitness they are stored and processed for 4 reasons:

1. I need to collect personal information about your health in order to provide you with the best possible treatment and/or fitness training. When you request a massage treatment, join one of my fitness classes or sign up for PT sessions and I agree to provide that work, it constitutes a **contract**. You can, of course, refuse to provide the information, but if you were to do that I would not be able to provide the work requested.
2. I have a **“Legitimate Interest”** in collecting that information, because without it I couldn’t do my job effectively and safely.
3. I also think that it is important that I can contact you in order to confirm your appointment with me or to update you on matters related to your health. This again constitutes **“Legitimate Interest”**, but this time it is your legitimate interest.
4. Provided that I have your **consent**, I may send you general health information in the form of articles, advice or newsletters. You may withdraw this consent at any time by unsubscribing from my mailing list. You will need to opt-in to this list if you are happy to receive such information from me – you can do that here: <http://eepurl.com/duk6bn>

I have a **legal obligation** to retain your records for 8 years after your most recent appointment, but after this period you can ask me to delete your records if you wish. Otherwise, I will retain your records indefinitely in order that I can provide you with the best possible care should you contact me at some future date.

Your records are stored as follows:

- health information & notes relating to massage treatments, classes & training sessions are stored on paper, in locked filing cabinets within my house, which is kept secured at all times.
- contact details are recorded on an Excel spreadsheet on my laptop, which is password protected. The information is stored electronically



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("in the cloud") within my Dropbox account, which is also password protected. This provider has given me their assurances that they will be fully compliant with the General Data Protection Regulations by 25th May 2018.

- when you opt-in to the taylor-made fitness 'updates and information' mailing list, your name and email address will be stored via Mailchimp, a Customer Relations Management tool. This provider has given me their assurances that they will be fully compliant with the General Data Protection Regulations by 25th May 2018.

Access to all data is password protected, and the passwords are changed regularly.

I will never share your data with anyone who does not need access without your written consent.

You have the right to see what personal data of yours I hold, and you can also ask me to correct any factual errors.

Provided the legal minimum period has elapsed, you can also ask me to erase your records.

I want you to be absolutely confident that I treat your personal data responsibly. If you feel that I am mishandling your personal data in some way, you have the right to complain.

Complaints need to be sent to what is referred to in the jargon as the "**Data Controller**" which is me!

Here are the details you need for that:

- **Jane Taylor**
- **jane@taylormadefitness.biz**
- **07734748269**
- **37 Frythe Way, Cranbrook TN17 3AS**

If you are not satisfied with my response, you have the right to raise the matter with the Information Commissioner's Office.