

Speen Pilates

Information matrix

This table shows the level of information that Speen Pilates holds by class type.

Group classes, those who are currently attending group classes on a regular basis or who have attended in the past.

One to one classes, those who attend on a one to one class basis or who have attended one to one classes in the past.

Enquiries those who have enquired about a Pilates class either one to one or a group class, are either on the waiting list or have not signed up to attend.

With reference to the table below, you have supplied the information in the white rows. Amanda Platt Pilates has generated the information in the grey rows.

Most of the information is self-evident. Please refer to page 2 for any notes. Please refer to page 3 for your rights under the General Data Protection Regulation (GDPR) which comes into effect on May 25th 2018

Speen Pilates Privacy policy link can be found at the bottom of every page on the website,

www.speenpilates.co.uk

Item	Group classes	One to one classes	Enquiry
Name	Y	y	Y
Address	Y	Y	N
Phone no. (mobile)	Y	Y	Y
Email address	Y	Y	Y
Date of birth	Y	Y	N
Emergency contact no,	Y	Y	N
Health form	Y	Y	N
Aims goals and expectations	Y	Y	N
Payment records	Y	Y	N
Class attendance	Y	Y	N
Session records	N	Y	N
Notes on class plans for one to one clients	N	Y	N

GDPR Notes

- A. Speen Pilates has to keep records of people who have attended group classes or one to one classes for a period of seven years to comply with our insurance company Balens Ltd. At this point the information is shredded.
- B. The PAR Q health form is a list of 12 questions with yes / no answers, plus an open text area for you to provide any other information. This information alerts us to any issues and injuries that you may have or had that will allow us to modify exercise when and where applicable for your comfort and safety.
- C. The PAR Q health forms are paper based and retained under lock and key.
- D. Aim's goals and expectations is a general profile, it records what you want to achieve from attending group classes or one to one classes.
- E. The method you choose to pay for your classes is bank transfer. With the bank transfer method of payment your reference (name) is shown on our bank statement.
- F. We record all payments at the beginning of term on the class register.
- G. At the beginning of each term a Register of attendees is made by week of who will attend and anyone who is swapping classes.
- H. Each week the class register is completed as a record of attendance.

Your rights under GDPR

The eight rights of all individuals will be a key part of the new regulation for General Data Protection (GDPR) when it comes into force on 25th May 2018. These eight rights are to protect individuals when a business processes their personal data. The rights are a combination of new rules and other regulations that currently exist under the Data Protection act. (DPA)

Some of the points below do not apply to your data held by Speen Pilates. We do not obtain any of your data from 3rd parties and we do not share any of your data with 3rd parties

Furthermore, your data is used only to help us provide the best service we can and to treat you as individuals.

If you have any queries or would like to exercise any of your rights under GDPR, please email us at amandapilates@btinternet.com

1. The right to be informed

This right is concerned with informing an individual how and why you're using their personal data. You should provide details of processing information, typically, through a privacy notice. The details of the information that you must provide, is dependent on whether or not you obtained the personal data from the individual directly or from a third party. General information that you should always provide include who you are, what you'll be doing with the info, and who you'll share it with.

2. The right of access

This is concerned with providing individuals with access to their data to confirm it's being processed, making them aware of what information is being used, and allow them to verify that the processing is lawful. Upon request, you should provide data:

3. The right to rectification

Sometimes referred to as the right to have information corrected, this is concerned with the individual being entitled to having their data rectified – if it's inaccurate, out of date or incomplete. If an individual makes a request for rectification, you should:

4. The right to erasure

Also known as the right to be forgotten, this is concerned with an individual's right to request to have their data removed when there's no reason to continue processing it. You should also inform third parties, which you've sent their data to, that you're erasing it, unless it's impossible or will involve a disproportionate effort.

5. The right to restrict processing

This means the individual has the right to block or suppress the processing of their data. You should restrict data processing for different reasons, including:

6. The right to data portability

This is concerned with allowing an individual to obtain and safely reuse their data across different services for their own purposes. An example of when they might want to do this includes using their data on a price comparison website, or to help understand their spending habits. You should provide data:

7. The right to object

This means an individual has the right to object to their data being processed. This is concerned with processing being based on three areas:

8. Rights in relation to automated decision making and profiling

This means an individual has the right not to be subject to a business's automatic decision making in certain circumstances. It's concerned with a business providing safeguards for an individual against the risk that it might make a potentially damaging decision, without human intervention. The right "not to be subject to a decision" applies when it's: