



## DATA PRIVACY NOTICE

### 1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data.

Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

### 2. Who are we?

The Director of MOOREPilates Ltd is the data controller. This means they decide how your personal data is processed and for what purposes. You can contact the Director of MOOREPilates Ltd through the following; in writing to MOOREPilates Ltd, Stoke Place Farm, Stoke Road, Bucks SL2 4NL, [studio@moorepilates.co.uk](mailto:studio@moorepilates.co.uk) or ☎ 07715 182474.

### 3. How do we process your personal data?

The Director of MOOREPilates Ltd complies with its obligations under the "GDPR" by keeping personal data up to date; by sorting through and destroying securely; by not collecting and retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are put in place to protect personal data.

We use your personal data for the following purposes:

- To administer membership forms;
- To inform you of classes, news, events and activities that are running at MOOREPilates Ltd;
- To administer our accounts;
- To share your contact details with Visual Mile so that you can receive our newsletter keeping you informed of our news, classes, activities and events at the studio;
- To share your contact details with MINDBODY to administer your studio membership and classes as well as manage our accounts;
- To share your details with Active IQ to administer your training requirements if you are training to be a Pilates Instructor.

### 4. What is the legal basis for processing your personal data?

- Explicit consent of the data subject so that we can keep you informed about classes, news, event and activities and to process our accounts.
- Processing is necessary for you to access studio classes/courses and for MOOREPilates Ltd to carry out our various tax returns.
- Processing relates only to member or former members (or those who have regular contact with MOOREPilates Ltd) and there is no disclosure to a third party without consent.

## **5. Sharing your personal data**

Your personal data will be treated as strictly confidential we will only share your data with third parties with your consent.

## **6. How long do we keep your personal data?**

We keep your personal data while you are member of the studio and then with your authorisation we with either retain for delete your records.

We keep all records on a computer with a password and in a locked filing cabinet for 6 years if you are on a teacher training course at MOOREPilates Ltd.

## **7. Your rights to your personal data**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy in writing of your personal data held which MOOREPilates Ltd holds about you;
- The right to request that MOOREPilates Ltd corrects any personal data if it is found to be inaccurate or out of date;
- The right to request that your data is erased where it is no longer to necessary for the Director of MOOREPilates Ltd to retain such data;
- The right to withdraw your consent to processing at any time;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to lodge a complaint with the Information Commissioners Office.

## **8. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you a new notice explaining this use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

## **9. Contact details**

To exercise all relevant rights, queries of complaints please in the first instance contact the Director of MOOREPilates Ltd Stoke Place Farm, Stoke Road, Bucks SL2 4NL, [studio@moorepilates.co.uk](mailto:studio@moorepilates.co.uk) or ☎ 07715 182474.

To can contact the Information Commissioners Office on 0303 123 113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.