

Purely Pilates Information Matrix

The following table shows which levels of information we hold by individual.

- **Classes:** those who currently attend regular classes or have attended classes in the past (1)
- **One-to-One and Small Groups:** those who attend personal sessions or have attended personal sessions in the past (1)
- **Teacher Training Students:** those who enrol on Balanced Body Pilates Teacher Training Courses
- **Enquirers:** those who have enquired about the previous 3 categories but have not signed up to anything

With reference to the table below, you have provided the information in the white rows. Purely Pilates have generated the information in the grey rows.

Most of the information below 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).

Our privacy policy can be accessed by clicking the Privacy Policy link at the bottom of each page on our website, or by quick access when you complete an online form. When completing online forms, you must now tick a box to consent to Purely Pilates storing the information contained in the form, otherwise the form will not be submitted.

	Classes	One-to-One and Small Groups	Teacher Training Students	Enquirers
Name (first, last)	✓	✓	✓	✓
Address, including postcode	✓	✓	✓	X
Phone nos (mobile and/or landline)	✓	✓	✓	✓
Email Address	✓	✓	✓	✓
Date of Birth	✓	✓	✓	X
Emergency Contact Number	✓	✓	✓	X
Health Questionnaire (2)	✓	✓	X	X
Aims, Goals, Lifestyle (3)	X	✓	X	X
Qualification / Experience Profile (4)	X	X	✓	X
Physical or Learning Impairment (4)	X	X	✓	X
Allergies or Intolerances (4)	X	X	✓	X
Payment Details (5)	✓	✓	✓	X
Payment Records (6)	✓	✓	✓	X
Class Attendees by Block (7)	✓	X	X	X
Attendance Records (8)	✓	✓	✓	X
Session Records/Personal Programmes	X	✓	X	X
Written Test Completed	X	X	✓	X
Written Test Marked & Scanned	X	X	✓	X
Student Teacher Evaluation	X	X	✓	X
Personal Practise Evaluation	X	X	✓	X
Course Roster for Balanced Body (9)	X	X	✓	X

- 1) We have kept the records of people who no longer use our services but have attended either classes or one-to-one sessions in the past. Some people skip a block or more then come back, meaning we do not have to ask for the information again. We have not decided how long we will hold on to this information. Subject to confirmation, we will probably hold this information for six months after a person has last used our services, then delete it.
- 2) The Health Questionnaire is a list of ten questions with Yes/No answers, plus an open text area where you can provide further information. This helps us identify issues you might have and alerts us to modify some Pilates moves, if required, for your comfort and safety.
- 3) Aims, goals and lifestyle is a general profile. It records why you have chosen Pilates and what you hope to achieve from your sessions. It further records basic information about your lifestyle, e.g. occupation , exercise, etc.
- 4) These are all general text fields.
- 5) The methods you can use to pay Purely Pilates are: Bank Transfer (approx. 5%); by card at the studio (approx. 35%); by e-commerce via our website (approx. 60%). For Bank Transfer transactions, your reference (name) is shown on our bank statement. For Card Machine transactions we retain the merchant's paper copy from the machine and write your name on the slip. We keep the paper slips securely then shred them approximately one month later. For E-commerce transactions we receive an email from our gateway provider that you have made a payment. The email shows the same information you typed in when making the payment. We can log into our merchant account and view all the transactions. Please note, for e-commerce transactions we do not have access to your full card number. In all cases we do not see your card verification code.
- 6) We record all payments on our own system, using your name, payment date, payment method and what you have paid for. This is used for reconciling payments we receive from our card processing provider and for our own accounting purposes.
- 7) Class attendees by block . At the start of each block of classes we generate one page per class listing the names of all attendees, their contact details, their emergency contact details and a summary of their health questionnaire. This provides us with a quick reference of who is due to attend and any issues they might have.
- 8) Attendance records. We keep these for all classes, one-to-one and teacher training.
- 9) Course Roster for Balanced Body. For every teacher training course we provide Balanced Body with names, addresses, email addresses, the name & date of the course and each student's outcome, i.e. pass fail. We optionally provide the Student Teacher Evaluation and / or the Personal Practise Evaluation. Please note, this information is transmitted internationally outside the EU, to Balanced Body's headquarters in the USA. This transmittal of information falls outside Purely Pilates privacy policy.

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 in 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).

Below are summaries of the eight rights. You can find more detail on the internet. Some of the points below do not apply to your data held by Purely 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 bill@purely-pilates.co.uk.

Or write to us at Purely Pilates, 37 Bury Street, Stowmarket, IP14 1HA.

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.

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.

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.

5. The right to restrict processing

This means the individual has the right to block or suppress the processing of their data.

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.

7. The right to object

This means an individual has the right to object to their data being processed.

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.