

**General Data Protection Regulations (GDPR)**  
**Your Body Therapy, Chichester and Forest Hill, Rotherhithe**  
**Privacy Policy**

**GDPR is about safeguarding your personal information**

In May 2018 the government has brought into place this new legal protection system GDPR for customers to be aware of and it replaces the old Data Protection Act. This document tells you what personal information I hold and why, the rights you have. Once you read this please complete and sign the declaration by printing your first and last name, the date you have read and sign and your signature.

**Your Body Therapy purpose for processing clients' information**

The lawful basis under which I store and use your information

- My requirement to hold your information for the following legal reasons
  - A. Claims occurring insurance
  - B. Safeguarding children records
- Legitimate business interest, to enable to provide you with best possible sports massage treatment, training session and advice.
- I record special category data (i.e health related information), about each session, the **Additional Condition** under which I hold and use this information is: for me to fulfil my role as a health care practitioner bound under the AoR Confidentiality agreement.

I am required by Federal Holistic Society one of my associations, to hold these details for adults for 10 years.

For a 16 year old, I will hold these for until they are 26 years of age, and for children under 16 of age, their parent or guardian has to sign and I will hold these details until they are 25 years of age.

What information about you do I hold and what do I do with it.

- I will need to ask you for, retain written and through my website such as specific contact details about you, emergency contact detail, doctors contact details and email addresses.
- Details about your current and past health, wellbeing and response to treatments or training sessions.

I hold your information in confidence and will not share with anyone else (other than seek medical advice and legal process), without explaining why it is necessary, and getting your consent.

## Protecting Your Personal Data

I am committed to ensuring that your personal data is secure. In order to prevent unauthorised access or disclosure. I have put in place appropriate technical passwords for electronic stored information and locked cupboards for hard copies. Plus I have managerial procedures to safeguard and secure the information I collect from you.

I will only contact you in relation to:

- Appointment times and reminders
- Sports massage, Pilates Swimming/Personal Training information or information related to your health.
- Special Offers and promotions, (which you may decline and unsubscribe from at any time.)

## GDPR gives you the following rights:

**The right to be informed:** To how your information will be held and used.

**The right of access:** To see your therapists records of you only and can verify them.

**The right to rectification:** To tell your therapist to make changes to your personal information if requires updating or it is incorrect or incomplete.

**The right to erasure:** “the right to be forgotten”

You may request your therapist to erase or delete any information they hold about you.

**The right to restrict processing of personal data:** You have the right to request limits on how your therapist uses your personal information.

**The right to data portability:** Under certain circumstances you can request a copy of personal information held electronically so you can reuse it in other systems.

Rights in relation to automated decision-making and profiling.

The right to lodge a complaint to the ICO if you feel your details are not correct, if they are not being used in a way that you have provided permission for, or if they are being stored when they don't have to be.

Full details of your rights can be found at <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>.

## Therapist's/Trainer Rights

- If you don't agree to your therapist keeping records of information about you and your treatments, or if you don't allow them to use the information in the way they need to for treatments, the therapist may decline to treat you.
- Your therapist/trainer has the retain records of treatments and training sessions for a certain period as described above, which may mean that even if you ask them to erase any details about you, they might have to keep these details until after that period has passed.
- Your therapist/trainer can move their records between their computers and IT systems, as long as you details are protected from being seen by others without your permission.

#### Data Controller Contact Details

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