



Privacy Policy- Dated 1/8/20

The Privacy Policy detailed below describes how Angela Green Classical Pilates collects, uses, shares, retains and safeguards data about you.

Angela Green Classical Pilates provides Pilates group classes and private lessons. Pilates is a form of physical exercise and it is therefore necessary to collect data surrounding your current health and health history via a physical activity readiness questionnaire (PARQ) health and informed consent form and from August 2020 additionally; a Comprehensive Pilates pre-exercise questionnaire specific covid-19 screening form and pre appointment covid-19 checklist questions. It is also necessary for us to keep a register containing your name for each and every class/lesson you attend so that attendance can be monitored during our sessions. If attending private lessons, your name is inputted in the diary so we know when to expect you for your appointments.

The purpose of collecting this data is to ensure your health and safety whilst partaking in our sessions. To ensure validity of the data we are collecting, we ask for your name, address and contact details- in case we need to contact you to discuss your health in relation to using our services. We also ask for your doctors contact details in case exercise referral is necessary and this is done with your consent. We ask for an emergency contact phone number in case you become unwell during sessions and need help to get home safely. The collection of this data via the PARQ form is important to ensure exercise prescription is appropriate, safe and effective. Answers recorded on the PARQ form will also highlight if any need for exercise referral from a health or medical professional is required prior to your participation in our sessions. If your health status changes over time, you will be asked to complete a fresh PARQ form.

Further details may need to be collected about any medical conditions you may have alongside a referral to exercise by a health or medical professional. In these situations, you are additionally required to complete an exercise referral form alongside your medical professional and return the form to Angela prior to attending your first session. The exercise referral form allows your medical professional to provide further relevant information about your health, to ensure your safety in our sessions. The passing of this information is completed by yourself- you are in control of taking the exercise referral form to your medical professional, having them complete it and you return it to us for assessment.

We use/ process the data provided in these forms by reading through your responses (or those of your referring medical professional) and assign you to the most suitable session for your needs and adapt exercise prescription accordingly. Assigning you to the most suitable session is carried out via a verbal discussion between us. If you contacted us through email, this information is discussed in writing in our email correspondence.

Your data collected via the forms mentioned in the first paragraph are completed in electronic format issued to you prior to you making payment and attending your first session with us. They are emailed to you as attachments in your introductory lesson booking email. It might be more convenient for you to print the forms yourself and complete the forms by hand (pen and paper) and email them back attaching them as pictures or bring them as hard copies to your first session.

We take the safeguarding of your data seriously and place your completed hardcopy forms inside a locked filing cabinet at the Pilates studio within 24 hours of collecting your data. Electronically completed forms are saved immediately following access and stored on a USB stick having been accessed via a password protected computer and stored securely inside the same lockable filing cabinet. All data is stored, recorded and handled in accordance with the data protection act.

Your data is shared only with referring medical practitioners (if appropriate) for the purpose of ensuring participation in our sessions is safe for you based on your health status and with your permission. Your data is not shared with anybody else and is kept confidential including any further information you disclose to us about your health via email or social media private messenger during general conversation or discussion. All correspondence between us is handled sensitively and is kept confidential. Due to the Covid-19 pandemic, additionally your name and contact details may need to be shared with NHS Track and Trace since this is a government requirement, should you need to be contacted by Track and Trace. Again, all correspondence will be treated confidentially and professionally.

By entering your name on the PARQ health and informed consent form, you are agreeing to having read the terms of this Privacy Policy set by Angela Green Classical Pilates. This privacy policy is available to download at www.angelasclassicalpilates.com

Thank you for taking the time to read our privacy policy.