



Privacy Policy- Updated July 2023

Angela Green Classical Pilates provides a variety of Pilates sessions to include group classes and private lessons, offered both in-person and on-line (Zoom).

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

What data is collected and how is it used?

Health Screening and Informed Consent Form:

Pilates is physical exercise and it's therefore necessary to collect data surrounding your current health and health history via a health screening and informed consent form prior to participation. The purpose of collecting this data is to ensure your health and safety whilst partaking in our sessions and to assist us in assigning you to the most appropriate Pilates session to suit your needs. We ask for your name, address and contact details- in case we need to contact you in relation to using our services. We also ask for your doctors contact details in case exercise referral is necessary (see exercise referral section). We ask for an emergency contact phone number in case you become unwell during sessions and need help to get home safely. We ask questions surrounding your lifestyle, occupation, hobbies and interests and what you are hoping to gain from practising Pilates so we can take a holistic approach to delivering your Pilates sessions. You are fully informed about what to expect in our Pilates sessions and are asked to sign your name to provide your consent to participate and having read the terms and conditions for the sessions you are wanting to take (separate documents provided as appropriate). The collection of this data is important to ensure exercise prescription is appropriate, safe and effective and so your expectations are managed. Answers recorded in your health questionnaire 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 or if you have had an absence from our sessions for 2 years or more, you will be asked to complete a fresh health questionnaire and informed consent form or, notes will be added to your existing form where appropriate or simply included in Angela's Session Log book (see below). Your Health questionnaire and Informed consent form needs to be completed and returned at least 48 hours prior to your first scheduled session and before making payment for any sessions.

Exercise Referral Form (if appropriate):

If you have certain medical conditions or injuries, Angela Green Classical Pilates may require that you speak with your doctor or another appropriate health/ medical professional prior to taking up Pilates. In these situations, you are provided with an exercise referral form to take to your health/ medical professional. The exercise referral form allows your health/ medical professional to provide further relevant information about your health, to ensure your safety in our sessions. If the form is completed, you need to return it via email at least 48 hours prior to your first scheduled session. Some health/ medical professionals like to complete the form, others prefer not to complete it and instead have a verbal discussion with you surrounding your intent to take up Pilates. If you have had a verbal discussion, you need to provide a written response to Angela via email at least 48 hours in advance of your first scheduled session making it clear whether or not your health/ medical professional has recommended Pilates as a form of exercise.

Angela's Session Log Book:

This is a hand-written journal Angela keeps, simply to make notes about your progress in studio sessions. It contains your name and some notes surrounding your progress and individual Pilates needs which may mention any relevant modifications to work around injuries, medical conditions or changes or any relevant movement based observations made during your Pilates sessions. Angela keeps this journal to maintain high standards of professional practice and organisation.

Class Registers:

We keep a register containing your name for each and every group class you attend. This is so that attendance can be monitored during our sessions and as a record of you using our services of which you have paid for.

Diary/ Schedule:

If attending private lessons, your name is inputted in the diary so we know when to expect you for your appointments and as a record of you using our services of which you have paid for.

Signing-in Book:

You sign in upon arrival for in-person studio sessions. Simply write your name (or initials if you prefer), date and time of your session you are attending in the signing-in book provided in the waiting area. This is used to record your attendance of having been on the premises.

Payment Method for Bookings/ Services:

Angela Green Classical Pilates uses a mixture of pen and paper booking and booking via an electronic booking system with Wix. For Private lessons and group class term bookings, bookings are recorded via pen and paper and payments completed by bank transfer- your payment details are not stored. If you are paying via bank transfer for a barrel hire deposit, Angela will save you as a payee so that your deposit can be safely returned to you via bank transfer at the end of your hire period. For Group Apparatus classes and single class bookings, you have the option to store your payment details on your Wix account to use on our booking system for your ease of use should you wish- you are in control of your account with your own log in and password.

Email Address:

Your email address is collected as soon as you make your first enquiry and is used by us to communicate with you privately surrounding your classes and appointments. If you take any online classes or lessons, your email is used to send you Zoom invites to our sessions and class recordings (where applicable). If you are a member of a group class and book via term blocks, you'll receive an email prior to the start of each term containing the arrangements along with any payment reminders. Occasional newsletters are also sent out to you as a student/ client of Angela Green Classical Pilates to communicate essential updates surrounding our services. All emails which are sent to multiple students/ clients are blind copied (bcc) so your email address is not visible to other students/ clients. Your email address is not shared with anybody else without your permission and is kept confidential.

Sharing, storing and safeguarding your data

All data is stored, recorded and handled in accordance with the data protection act. We take the safeguarding of your data seriously and place your completed hardcopy forms, Angela's session log book and hardcopy registers inside a locked filing cabinet at the Pilates studio when they are not in use. The signing in book is in the waiting area and is seen only by other people coming in for in-person sessions alongside yourself- it contains just your name, date and time of arrival, no other personal details. You are welcome to leave your initials in the signing in book if you prefer. Electronically completed forms for the health screening process are and stored on a USB stick having been accessed via a password protected computer and stored securely inside the same lockable filing cabinet.

Your name, address, email address and phone number is recorded when you use our online Wix booking system. Your data is kept securely under your password protected account and on our booking system. On our Wix spaces app, you have the option to join our community group for Angela Green Classical Pilates. Just like our Facebook groups, they are used to build a sense community and encouragement and are a great source of communication for service updates. Your participation in them is optional and other members of our Angela Green Classical Pilates community can see just your name, no other personal data.

Your data is shared only with referring health/ 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 treated confidentially and professionally.

By entering your name on the health screening 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.