



## **Privacy Policy- Updated April 2025**

Angela Green Classical Pilates provides Pilates sessions to include group classes & private lessons, offered both in-person & virtual (Zoom). Our Privacy Policy describes how we collect, use, share, store & safeguard your data.

### **What data is collected & how is it used?**

#### *Health Screening & Informed Consent Form:*

Pilates is physical exercise & it's therefore necessary to collect data surrounding your current health, health history & gain your informed consent prior to participation. This is to ensure your health & safety whilst partaking in our sessions & to assist us in assigning you to the most appropriate session. We ask for your name, address, contact number & email address in case we need to contact you in relation to using our Pilates services. This data would also be provided to emergency services in the unfortunate event of you requiring medical assistance during your participation remotely in virtual sessions. We ask for an emergency contact phone number in case you become unwell during a session & need help to get home safely. We ask questions surrounding your lifestyle, occupation, hobbies, interests & what you are hoping to gain from practising Pilates so we can take a tailored, holistic approach to delivering Pilates sessions. You are fully informed about what to expect in our Pilates sessions & what is expected of you as a participant. You are asked to sign your name to provide your consent to participate under the agreement of our Booking Procedures, Terms & Conditions, Studio Policy & Etiquette, Virtual Pilates Policy & Virtual Group Class Term Document (the latter only sent to you if booking virtual group classes). These policies are contained within our Student Information Pack which is sent to you alongside your Health Questionnaire & Consent Form after making your first booking. Our Booking Procedures, Terms & Conditions are additionally displayed online alongside this Privacy Policy on our website; [www.angelasclassicalpilates.com](http://www.angelasclassicalpilates.com) under "Bookings & Contact".

The collection of data in your Health Questionnaire is important to ensure exercise prescription is appropriate, safe & effective & so your expectations are managed. Answers will also highlight if a 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 may be asked to complete a new health questionnaire & 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).

#### *Exercise Referral Form (if appropriate):*

If you have certain medical conditions or injuries, it's recommended that you speak with your doctor or another appropriate health/ medical professional prior to booking our Pilates sessions. Contact us & we can provide an exercise referral form for you to take to your health/ medical professional to allow them to provide further relevant information about your health, to ensure your safety in our sessions. If the form is completed, please 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 & 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 us 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 or exercise.

### *Angela's Session Log Book:*

Angela's session log book is a hand-written journal Angela keeps, simply to make notes about your progress in private lessons. It contains your name only & some notes surrounding your progress & individual Pilates needs. It mentions 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 & organisation. The contents are kept confidential stored inside a locked filing cabinet.

### *Individual Programme Cards:*

Based on your learning journey in private lessons, Angela makes you an individual programme card. It contains only your name & a list of appropriate exercises for you. Individual programme cards are kept in a holder on the wall for your access. They serve as valuable guidance when undertaking individual workouts within a group should you choose to access these sessions.

### *Attendance Registers:*

When you book our sessions using Gymcatch, your name & email address are displayed on the register for all booked sessions. Your name & email address are only visible to Angela as an admin. This is so that attendance can be monitored during our sessions & as a record of you using our services of which you have paid for. No other sensitive data is included.

### *Payment Method for Bookings/ Services:*

Your card/ payment details are not stored by Angela Green Classical Pilates or Gymcatch however you have the facility on your gymcatch account to store your card details which are only visible to yourself- stored via payment processor stripe.

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- your sort code & account number are deleted as soon as your deposit has been returned.

### *Email Address:*

Your email address is collected as soon as you make your first enquiry & is used by us to communicate with you privately surrounding your bookings as primary means of communication. If you make an enquiry you are subscribed to our monthly newsletter but can opt out of receiving them by clicking the link at the bottom of the newsletter. If you take any online sessions, your email address is used to send you Zoom invites & class recordings (where applicable). If you are a member of a virtual group class & book via term blocks, you'll receive an email prior to the start of each term containing the arrangements along with any payment reminders.

If you have an active package on Gymcatch, we'll send you a gentle Friday afternoon/ Saturday morning reminder to check your bookings for the week ahead since Gymcatch doesn't currently send automated session reminders. All emails sent to multiple clients are blind copied (bcc) so your email address is not visible to others. Your email address is not shared with anybody else without your permission & is kept confidential.

### *Zoom Session Recordings*

Two of our Group Classes on the schedule (1 mat class & 1 barrel class) are hybrid delivery with both in-person & Zoom participants. If you attend our live-streamed taught Zoom Classes, your class is recorded for your homework use. The recordings are sent only to whom they are intended- yourself & other Zoom class participants on the term block alongside you. Links to recordings are private, stored on the Zoom server via Angela's private password protected Zoom account. Your  
Angela Green Classical Pilates- Privacy Policy- Updated April 2025

picture will show on screen in live-stream classes however your name is hidden in the recordings. Recordings are deleted every 7 days (sometimes available longer if covering school holidays, etc). If you attend a hybrid class in-person, please expect to be on the recording since you are in the studio. If you do not want to be on the recording please book an alternative session. The session recording is sent only to our Zoom participants as detailed above.

### **Sharing, storing & safeguarding your data**

All data is stored, recorded & handled in accordance with the data protection act. We take the safeguarding of your data seriously & place any completed hardcopy health questionnaire & informed consent forms & Angela's session log book inside a locked filing cabinet when not in use. Electronically completed forms for the health screening process are stored on a USB stick having been accessed via a password protected computer & stored a lockable filing cabinet.

Your name & email address are recorded when you use our online Gymcatch booking system. Your data is kept securely under your password protected account on Gymcatch. On our Gymcatch 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. Your participation in them is optional & other members of our Angela Green Classical Pilates community can see just your name & a profile picture should you wish to upload one, 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 & with your permission. Your data is not shared with anybody else & is kept confidential including any further information you disclose to us about your health via email, private messenger, during general conversation or discussion. All correspondence between us is handled sensitively & treated confidentially.

By entering your name on the health screening & informed consent form, you are agreeing to having read this Privacy Policy set by Angela Green Classical Pilates. This privacy policy is available to download at [www.angelasclassicalpilates.com](http://www.angelasclassicalpilates.com)

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