



Privacy and Data Policy May 2018

Your privacy and permission is important to us here at The Body Works. This privacy policy between you and The Body Works sets out the basis on which we will process any personal data we collect from you, or which you provide to us.

This policy adheres to the Data Protection Act 1998 and GDPR (EU Directive) 2018. For the purposes of this policy The Body Works is the data controller.

DEFINITIONS

YOU/USER

For the purposes of this privacy policy you/user is defined as any third party that accesses the website and is not either (i) employed by The Body Works and acting in the course of their employment or (ii) engaged as a consultant or otherwise providing services to The Body Works and accessing the website in connection with the provision of such services.

The Body Works: 12 Coxway, Clevedon, BS21 5AQ

COLLECTION OF PERSONAL INFORMATION

The Body Works may collect and use the following kinds of personal information:

- Information about how you use this website
- Information that you provide to us for the purpose of registering via this website
- Any other information that you send to The Body Works such as via a website form including:
 - Name
 - Address
 - Company
 - Email Address
 - Telephone number
 - Next of Kin
 - Health, lifestyle and medical history
 - Date of birth

USE OF PERSONAL INFORMATION

By using this site, you consent to us processing and collecting the aforementioned data, on the terms and for the reasons which are explained below.

- Ensure that content from our site is presented in the most effective manner for you and for your computer.
- Provide you with information, products or services that you request from us where you have consented to be contacted for such purposes.
- Carry out our obligations arising from any contracts entered into between you and us.
- Allow you to participate in interactive features of our service, when you choose to do so.
- Send you our newsletters from time to time that you have positively consented to receive.
- Send you marketing communications that you have positively consented to receive.
- Internal record keeping
- Any photography presented on this website will not be uploaded without prior consent.

SECURING YOUR DATA

The Body Works will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information.

The Body Works will store all the personal information you provide securely and in accordance with UK data protection laws, but please be aware that any data which you send to our site is sent at your own risk.

The Body Works uses Mailchimp to store personal data which has self-certified to both the EU-U.S Privacy Shield and Swiss-U.S. Privacy Shield regimes, and lawfully transfers EU/EEA personal data to the U.S. pursuant to our Privacy Shield Certification. They also complete a SOC II Type 2 examination on an annual basis for the Trust Principal Criteria of Security, Processing Integrity, Confidentiality, and Availability. For more information on Mailchimp's adherence to GDPR, click [here](#).

The Body Works uses [Excel](#) to store personal data which, under Microsoft, complies with both EU-U.S. Privacy Shield, Swiss-U.S. Privacy Shield frameworks and EU Model Clauses. Microsoft protects the data that users entrust to them through strong security and encryption. For full details of Microsoft's privacy policy click here. Data is also stored in Google Drive, who is committed to complying with the EU General Data Protection Regulation, with certification under the EU-U.S. and Swiss-U.S. Privacy Shield Frameworks, under Google's Privacy Policy. Independent third party reviews on the effectiveness of product controls against international standards, including the ISO 27001, are conducted at least every two years. For more information on Google's adherence to GDPR, click here. All paper copies of data is held securely.

DATA BREACH

In the unlikely event that our systems are breached, we will inform the ICO immediately and adhere to their guidelines.

DISCLOSURE OF YOUR INFORMATION

We will never pass on your details to third parties without receiving your positive consent to do so.

We may disclose your personal information to any of our group companies (which means our subsidiaries, our ultimate holding company and its subsidiaries, as defined in section 736 of the UK Companies Act 1985), independent instructors working on behalf of THE BODY WORKS with your explicit consent and also to third parties in the following circumstances:

- To any prospective seller or buyer of all (or part of) our business or assets

- If we are required to do so by law, any applicable regulation or to protect the rights, property, or safety of ourselves or others. This may include disclosing to other companies and organisations in connection with fraud protection and credit risk reduction.

ACCESS TO YOUR INFORMATION

Your data will be retained for up to 36 months from the cessation of your last training session, within which time The Body Works will seek your consent to continue to hold such information.

If you no longer wish to be contacted in relation to information, products or services that you have previously requested from us, please contact us directly by emailing emma@thebodyworksfitness.co.uk.

You have the right under the Data Protection Act to access the information which we hold about you. You have the right to have your information amended or deleted upon request. If you wish to exercise this right, please send your request to emma@thebodyworksfitness.co.uk.

Following GDPR guidelines The Body Works will answer and action all requests within 28 days of receipt.

OTHER WEBSITES

Please note that if you click on, or follow, any links from our site to external websites, our private policy will no longer apply. Please check the privacy policies of any such external site before submitting any personal data, as we cannot accept any responsibility or liability in relation to them.

As part of your training with The Body Works you may be asked to register with other websites. Their privacy policies can be found on their websites.

UPDATES TO THIS POLICY

Any changes made to this privacy policy in the future will be posted on this page and, where appropriate, notified to you by email. Please check this page occasionally to ensure you are familiar with any changes.

GENERAL

This agreement will be governed by and interpreted according to the law of England and Wales. All disputes arising under the Agreement will be subject to the exclusive jurisdiction of the English and Welsh courts.

CONTACT US

If you have any questions about this privacy policy or how we treat your personal information, please contact us:

By email: emma@thebodyworksfitness.co.uk
By phone: 01275343918