

# PRIVACY NOTICE

## 1. Introduction

Ollie Walker Fitness is a sole trading Personal Trainer.

Ollie Walker Fitness is committed to ensuring that your privacy is protected and to complying with the General Data Protection Regulation which replaces the Data Protection Act. This Privacy Notice sets out how Ollie Walker Fitness uses, processes and protects any information that you give us; we will use your consent and our legitimate interest as the legal basis which allows us to do this. Should we ask you to provide certain information by which you can be identified, you can be assured that it will only be used in accordance with this policy.

## 2. What we collect and why

Ollie Walker Fitness holds personal information from applicants, which may include:

- your name
- your contact information including email address, postal address, telephone number
- other personal information which you have provided to us

We require this information to:

- personalise your fitness programmes
- be able to contact you for follow up information

## 3. How we store your data

We store information provided by clients in our email system and on file in our google cloud-based storage.

By submitting your questionnaire/email to us you agree to these methods of storage.

## 4. Who has access to your information

The information provided by you in your application will be accessed by Oliver Walker.

## 5. Data security

Ollie Walker Fitness is committed to ensuring that your information is held securely at all times. In order to prevent unauthorised access or disclosure.

Our email accounts and cloud-based storage are password-protected and may only be accessed by the individual with the necessary and appropriate authority.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data as it is transmitted to us via email.

## **6. Controlling your personal information and your rights**

We will keep your information on file for up to six months. At this point we will delete/destroy your information, unless we wish to retain your information for longer, in which case we will contact you. If you are happy for us to keep your personal information indefinitely, please advise us. If you have previously agreed to us using your personal information you may change your mind at any time by contacting us.

We will not give, sell, distribute or lease your personal information to any third parties unless we have your permission or are required by law to do so.

You may request to see a copy of the personal information which we hold about you; please contact us using the details below:

Oliver Walker

*Telephone:* + 44 (0)7421 792695

*Email:* owalkerfitness@gmail.com

If you are unhappy with the way your data is being handled or if you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect. In addition, the law provides you with rights regarding your information including, in some cases, getting your information deleted earlier than our policy would normally dictate.