

Our contact details

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The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Health background information

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

So as to be able to book appointments, as and when requested by you,

And in order to be able to offer safe and effective health treatments.

We use the information that you have given us in order to be able to book appointments for treatments, as and when requested, and so as to be able to provide safe and effective health treatments

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing information are:

(a) We have a legitimate interest. This information is collected in order to be able to provide safe and effective treatments.

(b) A contract. A client's request for treatment, and our agreement to provide it constitutes a contract.

And Article 9; explicit consent.

Information relating to coronavirus is collected under article 9 (g) (11); **substantial public interest, protecting the public;**

We collect information when you contact us regarding bookings and treatments, and by providing health background forms for you to complete.

We keep records for a minimum of 10 years.

How we store your personal information

Your information is securely stored, paper records in a locked file, and electronic records are password protected.

We keep information only for as long as it is needed for providing health treatments, and for the minimum term requirement by law. We will then dispose your information securely, by deleting electronic records, and shredding any paper records.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at bodyworks.oxford@gmail.com if you wish to make a request.

If you have any concerns about our use of your personal information, you can contact us at bodyworks.oxford@gmail.com.

You can also contact the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

Date; 03/06/21

Date: xx/xx/xxxx