

IGNITE FITNESS LIMITED

GDPR & PRIVACY POLICY

WHAT IS PERSONAL DATA AND GDPR

Personal data is any information that tells us something about you. This could include information such as your name, contact details, date of birth, medical information and bank account details.

The General Data Protection Regulation (GDPR) seeks to protect and enhance the rights of data subjects. These rights cover the safeguarding of personal data, protection against the unlawful processing of personal data and the unrestricted movement of personal data within the EU. It should be noted that GDPR does not apply to information already in the public domain.

Ignite Fitness Limited is a company registered in England and Wales with company number 13511339.

This privacy notice describes how we collect and use personal information about you during and after your relationship with Ignite Fitness, in accordance with the General Data Protection Regulation (GDPR).

This notice applies to:

1. All Clients (individual and corporate)
2. All Third Parties and Suppliers with whom we have dealings in the ordinary course of our business including those individuals with whom we send marketing information.

Any reference to 'we', 'us', 'our', 'the company' shall mean Ignite Fitness Limited.

Any reference to 'you' or 'Data Subject' shall mean any individual receiving this notice for whom we hold personal data.

Your data will be held by us as a "Data Controller". This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you about the holding of information in this privacy notice. We may update this notice at any time.

It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we use such information.

DATA PROTECTION PRINCIPLES

We will comply with data protection laws including GDPR. This says that the personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only if necessary for the purposes we have told you about.
6. Kept securely.

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THE KIND OF INFORMATION WE HOLD ABOUT OUR CLIENTS

We will collect, store, and use the following categories of personal information about clients, in order for us to safely and properly carry out our services.

- Personal contact details such as name, title, addresses, telephone numbers and email addresses.
- Date of birth.
- Gender.
- Next of kin / emergency contact details.
- Information about your health, medical conditions, or disabilities.

WHY WE HOLD THIS INFORMATION ON OUR CLIENTS

We need the information listed above primarily to allow us to perform the agreed services to you in a safe and proper manner. In some cases, we may also use your personal information to pursue legitimate interests of our own, provided your interests and fundamental rights do not override those interests. The situations in which we will process your information are listed below:

- Administering the fitness/personal training services for which you have engaged Ignite Fitness.
- Dealing with any legal disputes involving you
- To prevent fraud
- To promote our products and services which may be of interest to you.
- To inform you about updates to our services.
- To administer the business, which may include disclosure of client data to our accountant and/or legal counsel.

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

WHAT IS THE LEGAL BASIS THAT PERMITS US TO USE YOUR PERSONAL DATA

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

1. Where we need your personal data to perform the services we have agreed to deliver to you.
2. Where we need to comply with a legal obligation.
3. Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

We may also use your personal information in the following situations, which are likely to be rare:

1. Where I need to protect your interests (or someone else's interests).
2. Where it is needed in the public interest (or for official purposes).

Barn Elms Sports Centre, Queen Elizabeth Walk, SW13 0DG

Email: ignitefitness23@gmail.com

Tel: 07977 137344

Company Reg: 13511339

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THE KIND OF INFORMATION WE HOLD ABOUT INDIVIDUALS OTHER THAN CLIENTS AND HOW THIS DATA IS USED

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

During our day-to-day business, we may acquire information regarding individuals other than our clients and we will retain this data where we have a legitimate business reason to do so.

Typically, we acquire personal data on individuals, third parties and suppliers other than our clients in the following circumstances:

1. Where we have met individuals, third parties and suppliers at networking or other marketing events;
2. Where individuals, third parties or suppliers have made enquiries with us regarding possible services but have not subsequently become clients of Ignite Fitness;
3. Where we have dealt with individuals, third parties or suppliers in the capacity as suppliers of goods or services to us;
4. Where we have regular business-related dealings with you.

We have a legitimate business interest in retaining this data to send marketing information, event details or other updates relating to our services or something that we believe relates to your interests. You have the right to ask me to erase or rectify your data and you have the right to opt out of receiving marketing, networking information or information we think might be of interest to you.

HOW LONG WILL WE RETAIN YOUR INFORMATION FOR?

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you.

In respect of client data, you can expect us to hold client information for a period of seven years after completion of the last service provided to you. The reason for this is that the Limitation Act 1980 typically provides that legal proceedings for breach of contract or negligence can be brought up to six years after the events. We therefore have a legitimate business interest in retaining the data should any subsequent legal proceedings ensue.

Given the nature of our services clients often return to us to engage our services again within weeks, months or years of contacting me in the first instance. The seven-year period referred to above will start from the last contact we had with the client, third party or supplier, to ensure we are able to assist as and when we need to. Should you not contact us for seven years, we will confidentially destroy all data held for you.

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RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION

Your duty to inform us of changes

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

Your rights in connection with personal information

Under certain circumstances, by law you have the right to:

- Request access to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for me continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact Jordan Griffith at ignitefitness23@gmail.com using the subject header “GDPR request”.

Please note that where you ask us to erase, correct, object to process or seek to restrict our processing of data, we may refuse your request where we have a legal obligation, contractual or other legitimate business interest to refuse your request. If we refuse your request then we will notify you of this refusal and you will have the right to appeal.

RIGHT TO WITHDRAW CONSENT

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact ignitefitness23@gmail.com using the subject header “Consent Withdrawal”. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

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CHANGES TO THIS PRIVACY NOTICE

We reserve the right to update this privacy notice at any time, and we will provide a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

CONTACT AND FURTHER INFORMATION

If you have any questions about this privacy notice or wish to submit a complaint, then please email ignitefitness23@gmail.com.