**Privacy Policy**

1. Introduction
2. Information Collected and How
3. What Happens with Your Data
4. How We Contact You
5. Should You Wish to Leave Us
6. Data Breach
7. Changes in Privacy Policy
8. Contact us

**1. Introduction**

At Trowbridge Zumba with Maria Gonzalez1, Pila-HIIT1, Pilates Sunshine1, we take your data and privacy very seriously. All the data we have collected, and use, is for enhancing your experience here with us. Below you will find the Personal Data that we have collected, how we use that information, who it is shared with and what happens should you wish to leave us.

**2. Information Collected and How**

When initially signing up with us, you can make contact in five ways. Either via our website, email, call, text message or a hard copy sign-up form. These are the only ways that we collect your data. The information you provide us with varies between Zumba, Pilates &

Pila-HIIT classes:

For Zumba and Pilates classes, we request the following basic contact details:
• Your first and last name
• A contact Number – This is used in case of emergency, if there has been a change to the class time/location, regarding payment or some other matter regarding your attendance at a class.
• A contact Email – This is used on occasion as an alternative to a phone number.

It is not essential that you provide us with your contact details but if you do not provide us with your contact details then we are unable to contact you in the circumstances given above.

Furthermore, we require the following details:

• Relevant Medical Information – This is used for health and safety purposes, and to assess how we can best accommodate to your specific needs, to ensure they can enjoy your class or training whilst remaining safe and to help minimise the risk of injury.
• (Pilates only) The Date of Birth & type of employment – This is used to provide further contextual details to your likely health situation and for us to design appropriate classes and give you the right exercises accordingly.

The above basic contact details are used for the purposes outlined above and also, historically, to keep a record for tax purposes. Contact phone numbers and email addresses are collected on paper and then transferred to a secure electronic list on a hard drive. Attendee names are collected on paper lists and are available at classes and are also stored on an electronic list and on paper lists in a secure area for tax purposes for a period of 7 years.

All medical information is scanned and kept securely on a hard drive and is not shared with anyone.

All the information you provide to us is used in relation to the Legitimate Interests of our core business, which is delivering classes to our participants, and any tertiary services that our customers may specifically request.

**3. What Happens with Your Data**

Your data is held on password protected files to ensure that your data is fully protected at all times. This information is held in Excel, Word and PDF. We ensure that any group emails that may include other members are sent BCC to ensure your email address is not visible to others.

We do not give out contact details to anyone although we will give a list of names to a substitute teacher for the sole use of covering a class which would normally be taught by Maria Gonzalez de Cunningham.

If at any time you would like to request the personal data we hold with regards to you, we will provide this to you within 1 month of your request.

**4. How We Contact You**

We will normally only use your contact number or email for the reasons stipulated in point 2. Where attendees have chosen to connect with Maria Gonzalez using Facebook, Whatsapp, another social media platform or by text messages we will respond accordingly but we will not share the content of these messages more widely than you have.

**5. Should You Wish to Leave Us**

Should you stop regularly attending any classes, we will hold your contact information until the end of the year or for a further six months, whichever later; we retain this data for a short period to confirm that the relationship has existed and that it has ended, and for the hopefully unlikely scenario that we may need to deal with any complaints from former customers.

Once the above period is finished, we will go through our system and remove the data you have provided us with unless you wish us to hold it, in case you wish to return at a later date. If you wish the information to be removed earlier, contact trowbridgezumba@googlemail.com and, assuming there are no outstanding matters such as a complaint, we will delete your data.

**6. Data Breach**

In the unlikely event that there is a data breach we will launch an investigation into how the breach happened, and take steps and measures to stop this from happening in the future. You will be notified within 72 hours of the breach to inform you what data has been taken, and how we plan to protect your data in the future.

**7. Changes in Privacy Policy**

We reserve the right to modify our policy at any time. These changes will be updated and posted to our website, and via email (where held), where material, to inform you of any changes that we make.

**8. Contact Us**

If you have any questions regarding our privacy policy, or would like to make changes to the data we have, please feel free to get in touch over email.