



1. Purpose of the Policy

This policy outlines how Isle of Wight Pilates collects, processes, stores, and protects personal data relating to learners, staff, and third parties associated with the Reformer Pilates Teacher Training Course.

It ensures compliance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and YMCA Fitness Association data handling requirements.

2. Scope

This policy applies to all personal data processed in relation to learners enrolled on the Reformer Pilates Teacher Training Course, tutors, assessors, and administrative staff, and any third parties supporting the delivery of the programme.

3. Data Collection and Use

Isle of Wight Pilates will collect personal information only where necessary for the effective delivery of training and certification. This includes:

- Learner identification and contact details.
- Medical and emergency information relevant to participation in physical training.
- Assessment and progress records.
- Communications regarding course arrangements.
- Access details for YMCA Fitness Association and Isle of Wight Pilates online learning platforms.

Personal data will be used solely for educational, administrative, and safeguarding purposes and will not be processed in any way that is incompatible with these purposes.

4. Data Storage and Security

All learner records will be stored securely, either electronically (password-protected systems) or physically (locked cabinets). Access to data will be restricted to authorised personnel, including Studio Manager Emma Wharton, designated tutors, and YMCA Fitness Association representatives. Online data shared via the YMCA Fitness Association portal and Isle of Wight Pilates online platforms will comply with their respective data protection policies.

5. Data Sharing

Personal data may be shared with the YMCA Fitness Association for registration, assessment, certification, and quality assurance purposes. Data will not be shared with third parties for marketing or unrelated purposes without prior consent. Learners are

responsible for ensuring the accuracy of the data they provide during enrolment and induction.

6. Learner Rights

Under the UK GDPR, learners have the right to:

- Access the personal data held about them.
- Request correction of inaccurate or incomplete data.
- Request deletion of data where appropriate.
- Restrict or object to certain types of processing.
- Lodge a complaint with the Information Commissioner's Office (ICO) if they believe their data has been mishandled.

Requests should be directed to the Studio Manager, Emma Wharton.

7. Data Retention

Learner records will be retained only for as long as necessary to meet educational, legal, and YMCA Fitness Association requirements. Assessment and certification records may be retained for up to 6 years for audit and quality assurance purposes. After retention periods, records will be securely destroyed.

8. Breach of Data Protection

Any suspected data breach must be reported immediately to the Studio Manager, who will investigate and, if necessary, report the incident to the ICO in accordance with GDPR requirements.

9. Review of Policy

This policy will be reviewed annually by the Studio Manager in collaboration with YMCA Fitness Association to ensure compliance with UK legislation and best practice.

Acknowledgment

I confirm that I have read and understood the Isle of Wight Pilates Privacy, Data Protection and Processing Policy. By participating in any Isle of Wight Pilates teacher training course I agree to abide by the expectations outlined within this policy.

Version 1

Date 01/09/2025

Studio Manager: Emma Wharton

Associated With: YMCA Fitness Association