

# Progressive Kinesiology Academy

## GDPR Policy



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# Privacy Policy 2018

## Introduction

We are committed to keeping your personal data safe and secure. Due to a change in the law, we're updating our Privacy Policy to make it easier for you to understand what information we collect and keep, why we collect this information and how your data is being handled when you cease using our services. We will take all appropriate technical and organisational steps to protect the confidentiality, integrity, availability and authenticity of your data.

## The Purpose of this Policy

This Privacy Policy is designed to help you understand what kind of information we collect in connection with our service and how we will process and use this information. In the course of providing you with services we will collect and process information that is commonly known as personal data.

This Policy describes how we collect, use, retain and safeguard personal data. It also sets out your individual rights to know what data is held about you, how this data is processed and how you can place restriction on the use of your data.

## Who we are / About us

We are a training academy. When you register to undertake a course with us we will require your personal data. This is only kept by us and is required to know your previous training, your address etc. in order to be able to send out certificates to you once training has been completed successfully.

## What is personal data?

This is things like your name, address, email address etc. and is essential to ensure you are who you say you are. So this information needs to contain contact details, but also age, date of birth and gender.

Personal data may also contain data relating to unspent criminal convictions and offences. For the purpose of safeguarding and processing criminal conviction and offence data responsibly, this data is treated in the same manner as special categories of personal data, where we are legally required to comply with specific data processing requirements.

## Collection of personal data

Potential students normally contact us directly from our website or via a recognised professional body. We will respond to your email as quickly as we can and then will try and speak to you in person. To undertake a course you complete an application form, a criminal declaration form and provide two references. You also sign a Learners Contract. This information collected includes your name, address, phone number, email address and courses you may have previously studied.

Potential students may contact us via our own website, the Kinesiology Federation, the FHT or from a search engine. We also have pages on Facebook, Pinterest, Twitter. Enquiries are generally undertaken via email or phone. Students collect information for their Case Studies. This includes written personal information used for training purposes. This is shared with the Instructor and Verifier only.

#### How we use personal data or / why do we need your personal data

Your information is kept purely for the course you are interested in or attend. We don't contact you to tell you about other courses unless you have requested to be added to a waiting list. Our lists are never shared with a third party.

We will not contact you, so please contact us if you wish to enquire about any new courses.

#### How we protect your personal data

Any personal records are held in a lockable filing cabinet and are not shared with a third party. A copy of any emails via our website are held on the server until deleted which we aim to do regularly.

#### Website

Our website is for information purposes only and to download forms, prospectuses etc. We do not collect cookies or visitors' IP addresses.

#### Links / Social Media

Our website links to relevant professional organisations where you may want to find out further information. We are unable to control data collection by other websites.

#### Do we share your data with anyone?

We do not share data with others.

#### Your Rights

Students and passed student records are maintained in accordance with our insurance policy holders whose requirements are for a minimum of 7 years. Any data for training purposes or regarding clients is held as required for 7 years in a locked cabinet.

The GDPR includes the following rights for individuals:

- the right to be informed;
- the right of access;
- the right to rectification / update and change your details;
- the right to erasure;
- the right to restrict processing;
- the right to data portability;
- the right to object; and
- the right not to be subject to automated decision-making including profiling