

Privacy Policy

About this privacy policy

This privacy policy has been written to provide you with information about how Femalebodyworkouts (“FBW”, “we”, “us”, “our”) handles or intends to handle personal information relating to our clients, members of staff and visitors to our website ([Pt | Female Body Workouts](#)) in accordance with the UK General Data Protection Regulation (“**UK GDPR**”). This policy relates specifically to our collection and use of personal information of our clients, members of staff and visitors to our website.

About us

We are Femalebodyworkouts Limited. We are a private limited company (Company Registration No. 14291923). Our registered office address is 14 Towneley Parade, Berry Lane, Preston PR3 3HU.

Our legal status

We are a “data controller” for the purposes of the Data Protection Act 2018 and the UK GDPR for any information gathered from clients, members of staff and for any personal information inputted into website by visitors.

What information is collected from clients and website users?

We collect, store, use and process the following personal information about clients and visitors to the website:

- Identity and contact details that you provide when signing up to be a member or by using the website. This includes information such as name, email, address, telephone number and any other identification details provided at the time of joining up or using the website;
- Information that you provide when using the website or using our services. This includes any information you provide in our online contact form and when making a purchase through our website;
- Information about the way in which you use our services or the website;
- Information about your health and fitness including any health conditions, disabilities, pregnancy details, details of injuries or any other medical information you provide to us;
- Financial details including details of memberships or services you have purchased from us, the cost and payment methods;
- Information about your device. This includes technical information about the type of mobile device you use, a unique device identifier, your IP address, mobile network information and your mobile operating system;
- Records of your correspondence with us, either through the website or by telephone, e-mail or post;
- Photographs and video footage we take of you;
- Information relating to your social media accounts including your profile name or username, user profile pictures and content of your posts;
- CCTV images of you attending our premises;
- Details of your use of the website including, but not limited to, cookies, traffic data, location data and other communication data and the resources and services that you access via the website; and
- Your marketing and communication preferences.

Cookies

We use cookies to distinguish you from other users of the website and to remember your preferences. This helps us to provide you with a good experience when you browse our website and also allows us to improve our website. This includes the following cookies:

- **Strictly necessary cookies** - These are cookies that are required for the operation of our website. They include, for example, cookies that enable help ensure that the content of a page loads quickly.
- **Analytical or performance cookies** - These allow us to recognise and count the number of visitors and to see how visitors move around our website when they are using it. This helps us to improve the way our website works, for example, by ensuring that users are finding what they are looking for easily.
- **Functionality cookies** - These are used to recognise you when you return to our website. This enables us to personalise our content for you, greet you by name and remember your preferences (for example, your choice of language or region).
- **Targeting cookies** - These cookies record your visit to our website, the pages you have visited and the links you have followed. We will use this information to make our website and the advertising displayed on it more relevant to your interests.

How do we collect information from clients and website users?

We will collect personal information through different methods including:

- Direct interactions via the website;
- Through the services we provide to our clients in accordance with our terms and conditions;
- Through social media. If you post or make certain information publicly available on social media platforms we may collect and process your information either as part of the services we provide to our clients or through our marketing activities;
- Automated technologies or interactions. As users interact with the website, we may automatically collect technical information about your equipment, browsing actions and patterns.

Purposes for processing information about clients and website users

We have set out below a description of all the ways we plan to use your information, and which of the legal bases we rely on to do so. We have also identified what our legitimate interests are where appropriate. We may process your information for more than one lawful ground depending on the specific purpose for which we are using your information.

Purpose/Activity	Type of Information	Lawful Basis for Processing Information
To register you as a new client	Identity data Contact details Marketing and communications preferences Device data	Consent Performance of a contract with you

To deliver our services to you	Identity Contact Device data Health data	Consent Performance of a contract with you Necessary for our legitimate interests (to recover debts and funding due to us)
To communicate with you	Identity data Contact details Social media data Marketing and communications preferences	Performance of a contract with you
To communicate and engage with followers on social media	Identity data Social media data	Necessary for our legitimate interests to develop our products and services and to grow our business
To administer and protect our business and our website (including troubleshooting, data analysis, testing, system maintenance, support, reporting and hosting of data)	Contact details Technical data	Performance of a legal obligation Necessary for our legitimate interests of running our business, provision of administration and IT services, network security, to prevent fraud and in the context of a business reorganisation or group restructuring exercise
To manage our relationship with clients and visitors to our website, including responding to correspondence	Contact details Records of correspondence Marketing and communications preferences	Necessary for our legitimate interests (to keep records updated and to analyse how clients use our services) Necessary to comply with legal obligations (to inform you of any changes to our terms and conditions)
To use data analytics to improve our website, marketing, relationships and experiences	Technical data Social media data	Necessary for our legitimate interests to better understand visitors to our website and their use of our services, to keep our website up to date, to develop our business and to inform our marketing strategy
To market our services	Photographs Social media data	Consent

To manage our premises safely and securely	CCTV images	Necessary for our legitimate interests to ensure the health and safety of our clients and for the prevention of crime
To deliver advertising across various social media and other online platforms (e.g. Google, Facebook)	Technical data Social media data	Necessary for our legitimate interests to develop our products and services and to grow our business

Our marketing communications

We may use the personal information of clients and website visitors to contact you to inform you about services we believe might be of interest to you via email or text message (we call this marketing communications). Clients and website visitors may receive marketing communications from us unless you have opted out or unsubscribed to receiving that marketing.

Where you opt out of receiving these marketing communications, this will not apply to personal information provided to us as a result of the provision of our services and we will still be required to contact you in relation to the services we provide.

What information is collected from our staff?

We collect, store, use and process the following personal information about our members of staff:

- Contact details including your name, email address, postal address and telephone numbers.
- Personal details such as your date of birth and your gender.
- Next of kin and emergency contact details.
- National insurance number.
- Bank account details, payroll records and tax status information.
- Salary, annual leave, pension and benefits entitlement.
- Day rate, or other agreed rates of pay, in relation to consultants and contractors.
- Start date and leaving date.
- Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process).
- Employment records (including job titles, work history, working hours, holidays, training records and professional memberships).
- Performance information.
- Disciplinary and grievance information.
- Information about your use of our ICT systems.
- CCTV footage.
- Photographs.
- Information about your race or ethnicity, religious beliefs, sexual orientation, and political opinions.
- Information about your health, including any medical condition and sickness records.

Purposes for processing information about our staff

We have set out below a description of all the ways we plan to use information about our staff, and which of the legal bases we rely on to do so. We have also identified what our legitimate interests are where appropriate. We may process your information for more than one lawful ground depending on the specific purpose for which we are using your information.

Purpose/Activity	Type of Information	Lawful Basis for Processing Information
To make a decision about your recruitment or appointment	Contact details Personal details Rates of pay Recruitment information	Performance of a contract
To determine the terms on which you work for us	Contact details Personal details Rates of pay Recruitment information	Performance of a contract
To ensure you are legally entitled to the work in the UK	Contact details Personal details Recruitment information	Performance of a legal obligation
To pay you and, if you are an employee or deemed employee for tax purposes, deducting tax and National Insurance contributions	Contact details Personal details National insurance details Bank, payroll and tax details	Performance of a legal obligation Performance of a contract
To provide benefits to you	Contact details Personal details Employment records or terms of service	Performance of a contract
To enrol you in a pension arrangement in accordance with our statutory automatic enrolment duties	Contact details National insurance number Bank, payroll and tax details	Performance of a legal obligation
To administer the contract we have entered into with you	Contact details Personal details Employment records or terms of service	Necessary to comply with our legal obligations Necessary for our legitimate interests to run our business, provision of IT services, network security, to prevent fraud and in the context of a business reorganisation or group restructuring exercise

For business management and planning, including accounting and auditing	Contact details Personal details Employment records or terms of service Salary or payment details	Necessary for our legitimate interests to run our business and manage our workforce
To conduct performance reviews, managing performance and determining performance requirements	Contact details Personal details Employment records or terms of service Performance information	Necessary for our legitimate interests to run our business and manage our workforce
To make decisions about your continued employment or engagement	Contact details Personal details Employment records or terms of service Performance information	Necessary for our legitimate interests to run our business and manage our workforce
To make arrangements for the termination of our working relationship	Contact details Personal details Employment records or terms of service Performance information	Performance of a contract Necessary for our legitimate interests to run our business and manage our workforce
For education, training and development requirements	Contact details Personal details Employment records or terms of service Performance information Training records	Performance of a legal obligation Performance of a contract
To monitor your use of our information and communication systems to ensure compliance with our data protection and security policies	Contact details Personal details Details of ICT use	Necessary for our legitimate interests to run our business, provision of IT services and to ensure network security
To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution	Contact details Personal details Details of ICT use	Necessary for our legitimate interests to run our business, provision of IT services and to ensure network security

To ascertain your fitness to work	Contact details Personal details Health and medical information	Performance of a legal obligation
To manage sickness absence	Contact details Personal details Health and medical information	Performance of a legal obligation
To comply with health and safety obligations	Contact details Personal details Health and medical information	Performance of a legal obligation
To make reasonable adjustments	Contact details Personal details Health and medical information	Performance of a legal obligation
To ensure meaningful equal opportunity monitoring and reporting	Information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation	Performance of a task in the public interest

What happens if individuals fail to provide personal information?

If you do not provide the personal information requested, or you withdraw your consent for the processing of your personal information, where this is necessary for us to provide our services to you we may be unable to continue to provide our services to you.

Sharing personal information

Where necessary or required, we may share your personal information as follows:

- With third party service providers, in connection with services performed on our behalf. For example, our membership services provider, website hosting, our email provider, our software provider, our IT provider and analytics and search engine providers that assist us in the improvement and optimisation of our website.
- With government bodies and law enforcement agencies.
- With our insurers and legal advisers.
- With third parties to whom we may choose to sell, transfer or merge parts of our business or our assets. Alternatively, we may seek to acquire other businesses or merge with them. If a change happens to our business, then the new owners may use your personal data in the same way as set out in this privacy policy.

This list is not exhaustive as there are other circumstances where we may also be required to share information, for example:

- To meet our legal obligations.
- To protect the vital interests of an individual.
- In connection with legal proceedings (or where we are instructed to do so by Court order).

Our relationships with third party service providers are governed by contractual provisions with us and they only have access to personal information to perform the described purposes and may not use it for other purposes.

Where we store personal information

The personal information that we collect is stored on customer management system which is located within the UK and European Economic Area (EEA). However, there may be some circumstances where it is necessary to transfer and store personal information at a destination outside the UK or the EEA. In these circumstances, we will take all steps reasonably necessary to ensure that personal information is treated securely and in accordance with data protection law and, in the event that personal information is transferred outside the UK or the EEA, shall ensure that this is carried out subject to the requirements of the UK GDPR.

How long we keep it for

We will only retain 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.

Your rights

Under the UK GDPR and the Data Protection Act 2018, you have the following rights:

- **Right of access** - You have the right of access to information we hold about or concerning you.
- **Right of rectification or erasure** - If you feel that any data that we hold about you is inaccurate you have the right to ask us to correct or rectify it. You also have a right to ask us to erase information about you where you can demonstrate that the data we hold is no longer needed by us, or if you withdraw the consent upon which our processing is based, or if you feel that we are unlawfully processing your data.
- **Right to restriction of processing** – In certain circumstances, you have a right to request that we refrain from processing your data.
- **Right of portability** – In certain circumstances, you have a right to receive any personal data that you have provided to us in order to transfer it onto another data controller.
- **Right to object** – In certain circumstances, you have a right to object to our processing of your personal data.
- **Right to withdraw consent** - In the circumstances where you may have provided consent to the collection, processing and transfer of personal information for a specific purpose has been provided, you have the right to withdraw consent for that specific processing at any time.

Please note, there are some specific circumstances where these rights do not apply and we can refuse to deal with your request.

To exercise any of these rights, please contact us using the following contact details:

enquiries@femalebodyworkouts.com

Complaints

If you have a concern about the way we are collecting or using personal information, we would ask that you raise your concern with us in the first instance by using the contact details below.

You also have a right to lodge a complaint with the Information Commissioner's Office (ICO) should you feel that we have not handled your information in line with legislative and regulatory requirements. They can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
0303 123 1113 | www.ico.org.uk

Contact details

For further information on how to request your personal information, exercise any of your data protection rights or request further information in relation to how and why we process your information, you can contact us using the details below:

enquiries@femalebodyworkouts.com

Changes to this privacy policy

We may change this privacy policy from time to time. This privacy policy was last updated in December 2023.