



North Petherton Gym Ltd

Data Protection Policy

This policy and procedure outlines how North Petherton Gym will manage personal information or data.

North Petherton Gym's data protection policy sets out our commitment to protecting personal data and how we implement that commitment.

Scope

It outlines the responsibilities and liabilities of North Petherton Gym regarding personal data. The policy applies to both electronic and paper-based records. It is retrospective in nature: individuals may request access to old personal records that are still held by North Petherton Gym.

Rationale

This policy is necessary to fulfil North Petherton Gym obligations under regulatory and legal frameworks, including:

- Data Protection Act 1998;
- Freedom of Information Act 2000.

We are committed to:

- Ensuring that we comply with the eight data protection principles, as listed below.
- Comply with legal obligations as laid down by the Data Protection Act 1998
- Ensuring that data is collected and used fairly and lawfully
- Process personal data only for meeting our operational needs or legal requirements
- Ensure that data subjects' rights are appropriately exercised
- Provide adequate security measures to protect data
- Ensure that all the Gyms Directors are fully aware of good data protection practice

Data protection principles

1. Personal data shall be processed fairly and lawfully
2. Personal data shall be obtained for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed
4. Personal data shall be accurate and, where necessary, kept up to date

5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes
6. Personal data shall be processed in accordance with the rights of data subjects under the [Data Protection Act 1998](#)
7. Appropriate technical and organisational measures shall be taken against unauthorised and unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data
8. Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Procedure

North Petherton Gym will hold data which is both personal and sensitive in respect of upholding their duty of care to individuals in any emergency (i.e. being hospitalised from an injury)

North Petherton Gym will ensure any information recorded about people is factually correct, up to date and in no way defamatory.

North Petherton Gym will only access personal information about individuals in the legitimate use of Gym business and to supply information to any statutory authority that requests such information or that by having access to this information will provide important medical history to assist in the treatment of a member.

Accessing individual records by members, which have not been designated to do so, is forbidden.

North Petherton Gym will not disclose personal or sensitive data without appropriate authorisation.

North Petherton Gym will ensure all personal or sensitive data is kept securely. Any information regarding any member of the Gym held on electronic files will be password protected; passwords should be kept safe to prevent loss and should not be accessible to others.

People who have data held by North Petherton Gym have the right to access their data via the appropriate channels

Compliance

Failure on the part of any North Petherton Gym representative to comply with this policy or to follow the procedure will result in an internal investigation and possible dismissal following the disciplinary process.

Review

This policy will be reviewed every 2 years

Sharon Sweet - Jun 26