

Data Retention Policy

1. Purpose

This Data Retention Policy explains how long personal data is kept and the criteria used to determine retention periods. It ensures compliance with UK GDPR and data protection best practice.

2. Types of Data Held

The following categories of personal data may be collected and stored:

- Contact details (name, email address, phone number)
 - Emergency contact information
 - Health and medical information (including PAR-Q responses, injuries, conditions, and relevant medical history)
 - Training and service records
 - Communication records (emails, messages, booking details)
 - Consent and agreement records
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3. Retention Periods

Personal data will be retained only for as long as necessary for the purposes for which it was collected:

- **Active Clients:** Data is retained for the duration of the client relationship and active service provision
 - **Inactive Clients:** Personal data may be retained for up to **7 years** after the last contact or session, unless a shorter period is requested or legally required
 - **Health and Consent Records:** Retained for up to **7 years** due to professional accountability and safeguarding considerations
 - **Financial Records (if applicable):** Retained for up to **6 years** in line with UK tax and accounting requirements
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4. Data Deletion

When personal data is no longer required:

- It will be securely deleted or permanently anonymised
 - Paper records (if any) will be securely shredded
 - Digital records will be permanently removed from storage systems where possible
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5. Client Rights

Under UK GDPR, clients have the right to:

- Request deletion of their personal data (“right to be forgotten”), where legally applicable
- Request access to their stored data
- Request correction of inaccurate information
- Restrict or object to certain types of processing

Please note that some data may need to be retained to comply with legal, professional, or safeguarding obligations.

6. Security of Stored Data

All personal data is stored securely using appropriate technical and organisational measures, including password protection and secure platforms (e.g. Wix or equivalent systems).

Access to personal data is restricted to authorised personnel only.

7. Updates to This Policy

This policy may be updated periodically to reflect changes in legal requirements or business practices. The latest version will always be available on this website.

8. Contact Information

If you have any questions about this Data Retention Policy or your personal data, please contact:

Name: Mr B Constable

Email: info@aretehealthandwellness.com
