



Data Protection Policy

Pilates Teacher Training Institute
Responsible Person: Susan Church
Last Updated: July 2026

Definitions

GDPR

Means the General Data Protection Regulation.

Responsible Person

Susan Church

Register of Systems

A register of the systems and processes in which personal data is collected, stored or processed by Pilates Teacher Training Institute (PTTI).

1. Data Protection Principles

PTTI is committed to processing personal data in accordance with its responsibilities under GDPR and applicable Irish data protection legislation.

Personal data will be:

- Processed lawfully, fairly and transparently.
- Collected for specified, explicit and legitimate purposes.
- Adequate, relevant and limited to what is necessary.
- Accurate and kept up to date where necessary.
- Retained only for as long as necessary.
- Processed securely and protected against unauthorised access, loss, destruction or damage.

2. General Provisions

This policy applies to all personal data processed by PTTI.

The Responsible Person is responsible for overseeing PTTI's ongoing compliance with this policy.

This policy will be reviewed regularly and updated where necessary to reflect changes in PTTI's data processing activities or applicable legislation.

3. Lawful, Fair & Transparent Processing

PTTI will ensure that personal data is processed lawfully, fairly and transparently.

Individuals will be provided with appropriate information about how and why their personal information is collected and used.

Individuals have rights in relation to their personal data, including the right to:

- Access personal data held about them.
- Request correction of inaccurate personal data.
- Request erasure of personal data in certain circumstances.
- Request restriction of processing in certain circumstances.
- Object to certain processing.
- Request data portability where applicable.
- Withdraw consent where consent is the lawful basis for processing.

4. Lawful Basis for Processing

All personal data processed by PTTI must have an appropriate lawful basis under GDPR.

Depending on the circumstances, this may include:

- Consent.
- Contract.
- Legal obligation.
- Vital interests.
- Public task.
- Legitimate interests.

Where consent is relied upon, PTTI will retain appropriate evidence of that consent. Individuals must be able to withdraw their consent where consent is the lawful basis for processing.

Where legitimate interests are relied upon, PTTI will ensure that those interests do not override the rights and freedoms of the individual.

5. Trainee Information & Accreditation

PTTI collects and processes personal information where necessary to administer and deliver its Pilates teacher training programmes.

This may include:

- Contact and enrolment information.
- Training and attendance records.
- Assessment submissions and results.
- Certification records.
- Previous qualifications where relevant.
- Payment and transaction information.
- Communications relating to the trainee's course.

Where required for accreditation or certification, relevant trainee information may be shared with PTTI's accreditation partners, including IICT and FHT.

Information will only be shared where there is an appropriate lawful basis for doing so.

6. Data Minimisation

PTTI will only collect and process personal information that is adequate, relevant and necessary for the purpose for which it is required.

Personal information will not be collected unnecessarily or retained simply because it may be useful in the future.

7. Accuracy

PTTI will take reasonable steps to ensure that personal information is accurate and, where necessary, kept up to date.

Individuals may request that inaccurate or incomplete personal information is corrected.

8. Data Retention & Removal

PTTI will retain personal information only for as long as necessary for the purpose for which it was collected and to meet any applicable legal, financial, accreditation or administrative requirements.

Different categories of personal information may be subject to different retention periods.

Where personal information is no longer required, it will be securely deleted, destroyed or anonymised.

9. Data Security

PTTI will take appropriate technical and organisational measures to protect personal information.

Access to personal information will be limited to staff, tutors, assessors or service providers who require access for legitimate purposes.

Appropriate measures will be taken to protect personal information against:

- Unauthorised access.
- Accidental loss.
- Unlawful disclosure.
- Alteration or destruction.
- Inappropriate sharing or use.

Systems used to process or store personal information should be appropriately secured and kept up to date.

10. Data Breaches

Any suspected personal data breach must be reported promptly to the Responsible Person.

PTTI will investigate and document personal data breaches and assess any potential risk to affected individuals.

Where a breach is likely to result in a risk to individuals' rights and freedoms, PTTI will notify the Data Protection Commission (DPC) without undue delay and, where required, within 72 hours of becoming aware of the breach.

Where a breach is likely to result in a high risk to affected individuals, those individuals will also be informed without undue delay.

11. Third-Party Service Providers

PTTI may use third-party service providers to support the administration and delivery of its services, including website, payment, email, learning, assessment and administrative platforms.

Where third parties process personal data on behalf of PTTI, appropriate measures will be taken to ensure that personal information is handled securely and in accordance with applicable data protection requirements.

12. Privacy Information

PTTI will provide trainees and other individuals with clear information about how their personal data is collected and used.

This will include, where applicable, information about:

- What personal information is collected.
- Why it is collected and the lawful basis for processing.
- Who it may be shared with.
- How long it will be retained.
- The individual's data protection rights.
- How to exercise those rights.
- How to raise a concern or make a complaint to the Data Protection Commission.

13. Review

This Data Protection Policy will be reviewed regularly and updated where necessary.

Last Updated: July 2026