

CLIENT RECORD

*The information given below is confidential and will be used for the safe preparation for treatment. If it is necessary to pass it to a third party (e.g. a cover therapist or a practitioner for referral) permission will be sought from you in advance.*

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Occupation: \_\_\_\_\_

GP details: \_\_\_\_\_ How did you hear about this clinic? \_\_\_\_\_

Please indicate if any of the following apply to you, either currently or in the past, giving dates:

- |  |   |
|--|---|
| <input type="checkbox"/> Acute injury, swelling, shock, contusion or pain  | <input type="checkbox"/> Varicose veins   |
| <input type="checkbox"/> Contagious illness e.g. cold/flu  | <input type="checkbox"/> Asthma   |
| <input type="checkbox"/> Deep Vein Thrombosis (DVT)  | <input type="checkbox"/> Cancer or other tumours  |
| <input type="checkbox"/> Heart conditions or pacemaker   | <input type="checkbox"/> Diabetes Type I or II  |
| <input type="checkbox"/> Inoculations in the last 24 hours   | <input type="checkbox"/> Immune system conditions   |
| <input type="checkbox"/> Surgery, general anaesthetic, fractures, metal pins/plates                                      | <input type="checkbox"/> Skeletal/joint/muscular issues e.g. slipped disc, hypermobility, dislocations, frozen shoulder |
| <input type="checkbox"/> Uncontrolled high or low blood pressure   | <input type="checkbox"/> Osteoarthritis or Rheumatoid Arthritis   |
| <input type="checkbox"/> Myositis Ossificans   | <input type="checkbox"/> Osteopenia or Osteoporosis   |
| <input type="checkbox"/> Bruising, open wounds, fungal infections, dermatitis, folliculitis, sunburn, melanoma, verrucas | <input type="checkbox"/> Pregnancy or recent childbirth   |
| <input type="checkbox"/> Menstruation  | <input type="checkbox"/> Whiplash injuries  |

Any other serious illness/condition, current medical tests or relevant family medical history: \_\_\_\_\_

\_\_\_\_\_ Current medication: \_\_\_\_\_

I am vaccinated against Covid19: date of last vaccination: \_\_\_\_\_

I tested positive for Covid19 on (date): \_\_\_\_\_     I am clinically vulnerable to Covid19

Regular sport, exercise or hobbies: \_\_\_\_\_

Please indicate the reason for your visit today: \_\_\_\_\_

Cancellations

Cancellations must be made at least 24 hours in writing (text or email), otherwise the full fee will be charged.

Your consent to our use of your personal data

With the boxes below ticked, you agree to your data being collected via this form, and to the data you provide being used for the purposes of responding to your enquiries, sending you news and information on offers and events, and of arranging appointments, by the above methods. We will not share your personal data with any third parties. Full details of how your data will be used and your rights are contained in our privacy policy v1.0 available on our website and overleaf.

- EMAIL                       PHONE/TEXT

Please sign to indicate that the above information is accurate, you have read and understood the above and that you agree to the cancellation terms. Many thanks.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Privacy policy v1.0 (01/03/18) [www.bodysenseyoga.co.uk](http://www.bodysenseyoga.co.uk) and Anthea Sweet

We are committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified, it will only be used in accordance with this privacy policy. This policy sets out how we, Anthea Sweet ([www.bodysenseyoga.co.uk](http://www.bodysenseyoga.co.uk), [anthea.sweet@gmail.com](mailto:anthea.sweet@gmail.com), 07774 250830), collect, use and protect any personal data that you provide via this website, by phone, text, email or class/clinic registration form.

This policy is effective from March 1<sup>st</sup> 2018. It may change from time to time by updating this page, and you can check [www.bodysenseyoga.co.uk](http://www.bodysenseyoga.co.uk) for the latest version or ask for a copy of the policy at any time by emailing [anthea.sweet@gmail.com](mailto:anthea.sweet@gmail.com) to ensure that you are happy with any changes.

### **What we collect**

We may collect the following information from students/clients and potential students/clients:

- Name
- Contact information including email address, phone number, postal address
- Emergency contact details
- Key health information relevant to safe class and clinic practice
- Preference for receiving information by email, phone/text or both

### **Lawful basis and purpose of the processing**

The lawful basis for this processing from May 25<sup>th</sup> 2018 is your consent. The purpose of this processing is to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping.
- Arranging classes, events and appointments.
- Safe class/clinic practice.
- We may periodically send promotional emails about events, special offers or other information which we think you may find interesting.

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

### **Retention period and your ability to control your personal information**

Your personal information will be retained and may be processed until you withdraw your consent. You can do this at any time by emailing [anthea.sweet@gmail.com](mailto:anthea.sweet@gmail.com) or contacting us through <https://www.bodysenseyoga.co.uk/contact-us/>.

You also have the right to:

- object to the use of your data for promotional purposes
- access details of personal information which we hold about you, free of charge
- have your personal data corrected promptly if you believe it is incomplete or incorrect

You can do this by emailing [anthea.sweet@gmail.com](mailto:anthea.sweet@gmail.com) or contacting us through <https://www.bodysenseyoga.co.uk/contact-us/>.

You have a right to lodge a complaint with the Information Commissioner regarding the use of your personal data:

<https://ico.org.uk/concerns/>

### **Security**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.