

Legal Duty

All personal trainers have a legal duty to store personal information obtained from clients during the consultation process. It is vital to organise and document all records to protect yourself and your client. This is especially important if the standard of service is under scrutiny with the prospect of an impending lawsuit. Please ensure due care and attention when keeping client records.

Areas for consideration

1. Please ensure all records are confidential and not accessible to third parties
2. Client records are maintained for a minimum of seven years
3. Computerised and manual keeping need to be registered under data protection, Lifestyle Experts abide by the data protection act
4. Write in black permanent legible ink
5. Any advice given to your client should be recorded within 24 hours
6. All subjective and objective information should be recorded

Ensure that you follow the correct minimum legal requirements before starting any fitness regime

This list is by no means exhaustive; it should only be used for reference.