

# **PEMBURY FITNESS PRIVACY POLICY**

This privacy policy applies between you (the user of this website) and Pembury Fitness (the owner and provider of this website). Pembury Fitness takes the privacy of your information very seriously. This privacy policy applies to our use of all data collected by us or provided by you in relation to your use of the website.

**Please read this privacy policy carefully.**

## **1. The type of data we collect**

We receive, collect and store any information you enter on our website or provide us in your Physical Activity Readiness Questionnaire. In addition to this, we collect the Internet protocol (IP) address used to connect your computer to the Internet. We may use software tools such as google analytics to measure and collect session information, including page response times, length of visits to certain pages, page interaction information, and methods used to browse away from the page.

## **2. How we collect the data**

All new class participants are required to fill out and sign a Physical Activity Readiness Questionnaire, either online or a paper copy at class. All Physical Activity Readiness Questionnaires are securely stored at my personal home and only I have access to them. After 12 months they are destroyed.

We also collect email address and names via our website newsletter sign up.

All email addresses and telephone numbers are entered on to my mailing system. There is a link available to unsubscribe on every email I send. NO email addresses are passed on to any one person or third party companies.

All data held on the bookwhen.com booking system is also protected in accordance with the bookwhen.com privacy policy.

## **3. Why do we collect such personal information**

For the purposes of communication about my classes, timetable changes, events, updates and class cancellations I ask every participant for their email address and telephone numbers. Supplying your email address and telephone number is not obligatory, however without your contact information I am unable to contact you about class changes or cancellations.

## **4. How we store and use our visitor's personal information**

All personal information that we collect from you will be used solely by me (Adele Clark at Pembury Fitness and kept filed securely in accordance with the Data Protection Act 1998 and under the GDPR guidelines. You reserve the right to request a copy of all data I hold about you at any time.

Our website is hosted on the Wix.com platform. Wix.com provides us with the online platform that allows us to sell our products and services to you. Your data may be stored through Wix.com's data storage, databases and the general Wix.com applications. They store your data on secure servers behind a firewall.

All direct payment gateways offered by Wix.com and used by our company adhere to the standards set by PCI-DSS as managed by the PCI Security Standards Council, which is a joint effort of brands like Visa, MasterCard, American Express and Discover. PCI-DSS requirements help ensure the secure handling of credit card information by our store and its service providers.

#### **5. How we communicate with our visitors**

We may contact you to notify you regarding your class news and timetable updates, to troubleshoot problems, to resolve a dispute, to collect fees or monies owed, to poll your opinions through surveys or questionnaires, or as otherwise necessary to contact you to enforce our User Agreement, applicable national laws, and any agreement we may have with you. For these purposes we may contact you via email, telephone, and text messages.

If you don't want us to process your data anymore, please contact us at [pemburyfitness@btinternet.com](mailto:pemburyfitness@btinternet.com).

We reserve the right to modify this privacy policy at any time, so please review it frequently. Changes and clarifications will take effect immediately upon their posting on the website. If we make material changes to this policy, we will notify you here that it has been updated, so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we use and/or disclose it.

If you would like to: access, correct, amend or delete any personal information we have about you, you are invited to contact us at [pemburyfitness@btinternet.com](mailto:pemburyfitness@btinternet.com).