



## Vixercise Privacy Notice

### Introduction

On 25<sup>th</sup> May 2018 the current Data Protection Act (DPA) was replaced by the new and updated General Protection Regulation (GDPR). To ensure that Vixercise is fully compliant with new regulations we set out below the Vixercise Privacy Notice.

This privacy notice is to help you understand how and why we collect personal information and what we do with that information.

We are committed to ensuring that any personal data we hold about you is protected and is used in line with your expectations.

This privacy notice is also on the website, or available in hard copy if you wish to request it.

### What personal data do we collect?

Personal details that we collect about you include:

- your name, date of birth, home and/or work address, phone numbers, email addresses, emergency contact details to include next of kin
- Your medical history collected via the Vixercise Par-Q and Liability Waiver (copy of which is available upon request)
- Height, weight, body measurements should you be enrolled with Vixercise on an individual Physical Trainer course
- Details of your diet regime via a Food Diary if this is collected as part of your enrolment on an individual Physical Trainer course

### Why we collect this information and the legal basis for handling your data

We use personal data about you in order to provide a safe environment for health, fitness and wellbeing classes you have elected to attend, and to keep you updated on these classes/activities along with any changes to present or future activities.

This includes using your data to:

- keep you up to date with Vixercise classes, offers or promotions, related sports events and Newsletter via media such as Facebook or email
- to support your wellbeing and health, development and fitness goals
- to manage any special educational, health or medical needs of whilst at Vixercise settings
- contact next of kin in case of an emergency
- to carry out regular assessment of your progress and to identify any areas to target (individual Physical Training)

With your consent, we will sometimes record Class activities for use on social media, website or Newsletter. This may include photographs and videos. You will have the opportunity to withdraw your consent at any time, for images taken by confirming so in writing.

### Who we share your data with

In order for us to provide Vixercise fitness classes we will also share your data as required with the following categories of recipients:

- BookWhen to enable the booking and payment for Vixercise classes
- PayPal to enable the booking and payment for Vixercise classes

We will also share your data if:



- We are legally required to do so, for example, by law, by a court or the Charity Commission;
- to enforce or apply the terms and conditions of your contract with Vixercise
- in the event of a medical emergency to furnish your personal and medical details to a medical professional for the protection/preservation of life
- it is necessary to protect our/or others rights, property or safety

We will never share your data with any other organisation to use for their own purposes

### **How do we protect your data?**

We protect unauthorised access to your personal data and prevent it from being lost, accidentally destroyed, misused, or disclosed by:

- having hard copy documents kept securely in locked filing cabinets/cupboards
- ensuring any paperwork used for class attendance or physical training records are safely in possession of the Instructor for the duration of the lesson or activity
- having soft copy sensitive documents saved on password protected devices and also encrypted with secure passwords

### **How long do we retain your data?**

We retain your personal data as long as you are engaged on the Vixercise classes or activities. We may send you an email with Class timetable information, new classes or promotions should you have ceased attending classes, however we would not share your information with any other party.

Medication records and accident records are kept for longer according to legal requirements.

### **Your rights with respect to your data**

You have the right to:

- request access, amend or correct your personal data
- request that we delete or stop processing your personal data, for example where the data is no longer necessary for the purposes of processing; and
- request that we transfer your personal data to another person

If you wish to exercise any of these rights at any time or if you have any questions, comments or concerns about this privacy notice, or how we handle your data please contact us. If you continue to have concerns about the way your data is handled and remain dissatisfied after raising your concern with us, you have the right to complain to the Information Commissioner Office (ICO). The ICO can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or [ico.org.uk/](http://ico.org.uk/)

Under data protection legislation you have the right to request access to information that we hold. To make a request for your personal information, or be given access to your personal or fitness record, contact : Mrs Victoria Lomas, 07793 475038.

You also have the right to: object to processing of personal data that is likely to cause, or is causing, damage or distress, prevent processing for the purpose of direct marketing, object to decisions being taken by automated means in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and claim compensation for damages caused by a breach of the Data Protection regulations. If you have a concern about the way we are collecting or using your personal data we kindly request that you raise your concern



with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns>.

### **Changes to this notice**

We keep will this notice under regular review, or in line with updates in the Data Protection law, GDPR requirements and you will be notified of any changes where appropriate.