### **Privacy Policy**

Effective 25, May 2018

Your privacy is very important to Feelgood Fitness Enterprises. Please read our Privacy Policy carefully and contact us if you have any questions.

By accessing this website, you consent to our Privacy Policy and to the collection, use and disclosure of your personal data in accordance with this Privacy Policy. In this Policy "we", "us" and "our" mean Feelgood Enterprises (defined below) and "you" means the individual who is accessing or using the Site or App.

#### Who are we?

We are 2 small independent gyms one based in Grantham, the other in Haverhill. Feelgood Enterprises Ltd has its registered office and business address at 5<sup>th</sup> Floor Market Square House. St James Street. Nottingham. NG1 6FG. Questions or comments about this Privacy Policy may be submitted by mail to or by email to grantham@feelgoodfitness.

#### What information do we collect?

The only information we collect is provided by yourself on signing up to the gym via physical activity readiness questionnaire (PARQ). Information required

- Name
- Address
- Telephone number,
- Date of birth
- Email
- Consent to be contacted with regards to emails, offers and promotional material

We use 2 third party companies to handle your data. Direct debit finance (DFC) handle your information for the collection of your direct debit. Visit their website to view their privacy policy <a href="https://www.debitfinance.co.uk/">https://www.debitfinance.co.uk/</a>.

We also use ClubRight which is our access system that talks to DFC to let you gain access to the gym if you have fully paid membership. Visit their website to view their privacy policy. https://www.clubright.co.uk/Home/ClubRight

## Will the data be shared with any third parties?

We will not disclose your Personal Information to others for any reason. Your information is used solely to contact you regarding our services or a relevant offers or promotions.

#### How will the information be used?

We will only contact you for the following;

- Welcome letter (email)
- Monthly New letter (email)
- Inform you offers or deals (email)
- To actively support and encourage (phone, text, email)
- To let you know of any changes to appointments or classes (phone, text, email)

- PARQ's may be used as evidence in any legal cases bought against the gym
- To contact next of kin in case of an emergency

## How long will the data be stored for?

We take all reasonable steps to protect all of the Personal Information we hold from misuse, interference and loss, and from unauthorised access, modification or disclosure. Your Personal Information will be stored on a password protected electronic database, which may be on our database, a database maintained by a cloud hosting service provider or other third-party database storage or server provider. Paper and hard copies are stored in locked premises.

# What rights does the data subject have?

To opt of out being contacted via a tick box on the PAR Q form.

To withdraw from being contacted via mail chip (email provider)

To contact <a href="mailto:grantham@feelgoodfitness.net">grantham@feelgoodfitness.net</a> and request to withdraw from being contacted

## How can the data subject raise a complaint?

Please email <u>grantham@feelgoodfithness.net</u> or write to Feelgood Enterprises, 5th Floor Market Square House. St James Street. Nottingham. NG1 6FG.