

## Privacy policy & Data Protection

Here at The Fitness Function we take your personal data seriously and will not share it with any third parties. It will be used solely by Fitness Function staff (instructors and front of house team) for the purpose of contacting you about information relevant to your class attendance and informing us about your health details.

We hold your data on our secure online bookings system and any hard copy document is kept securely in our office files. It will be held until you request us to delete your personal information.

- The Fitness Function , A3 Rapide Studios, De Havilland Court, Penn Street Bucks HP7 0PH  
www.thefitnessfunction.com  
Telephone: 01494 416171 email  
office@thefitnessfunction.com  
Facebook.com/thefitnessfunction

- As a business we would need to collect some of your personal data when you set up an account with us, this would be, your IP address, your name, email address, address, age, contact numbers, payment details, next of kin and emergency contact information and a PARQ which is Physical Activity Readiness Questionnaire form, which asks for any medical questions relevant to a fitness programme here at The Fitness Function.

- We take your personal data seriously and will not share it with any other third parties. It will be used solely by Fitness Function staff (instructors and front of house team) for the purpose of contacting you about information relevant to your class attendance and informing us about your health details.

- Mindbody hold your data on their secure online bookings system to enable you to use the booking system and a hard copy of a PARQ is kept in our Fitness Function office file. It will be held until you request us to delete your personal information.

- We ask you to consent for Fitness Function to contact me via, email, phone and for the PARQ to be shared with the relevant Fitness Function Staff and agree that you have read and understood the conditions above and have answered honestly to the pre-exercise health screening questionnaire that holds some private information. A copy of the PARQ can also be found on our website.

- Our website collects cookies that help the website to function and to track how you interact with our website but for us to provide the best user experience, you will be asked to accept the set cookie policy, or you can tailor specific cookies from settings on our website. Our Mindbody booking system also collect cookies which have their own policy that they ask you to accept their cookies and privacy policy when directed to the Mindbody booking system. The Fitness Function would collect your information of your account details on our secure third party booking Mindbody system to facilitate booking & payments.

- The purpose of collecting any other information is to contact you and process your account, collect payments and the medical information to guide you to an appropriate fitness programme

- This information is kept safe and secure in the Mindbody system, and any paper copy documentation is kept in a secure place in our facility.

- We will not share any of the information you provide us here at The Fitness Function to opt-out of our emails by sending an email back stating 'REMOVE' so we can remove you from the mailing list here

- We keep all the information we store safe in our studio and will not share with any other third party. The hard copy details will be kept on file until they are no longer required, and you advise us to destroy, which we will do safely.