

This document is a guide to how Wolfman Fitness records, safeguards and uses information that we hold on clients when they sign up for either Personal Training or Online Personal Training. Wolfman Fitness is committed to the protection of our valued clients through compliance of the Data Protection Act and current best practice.

**Legal basis for processing your information**

* When you sign up for Personal Training in either form, the information we take from you and subsequently process will be done on the basis of Wolfman Fitness’s **legitimate interest** in processing that data because of the relationship established (General Data Protection Regulation Art. 6(1)(f)).  We will ask your **consent** to process any sensitive information, such as medical conditions (see above), and process this information on the basis of that consent (General Data Protection Regulation Art. 6(1)(a)).  Remember, you can email us on wolfmanfitness@outlook.com to change your information or request for removal of certain information from our systems or to ask questions about the way in which we process your information

**How we collect information**

* + In order to sign up to our personal training schemes, use the gym or take part in any organised activity such as running group or swimming lesson etc, we request that you provide us with basic information that will help us identify you and allow us to help you get the best service from us.
	+ We collect this information either
		- In person from you, when you come to complete your application form or PAR-Q before your gym induction.
		- Via the web, when you buy an online purchase

**The information we collect**

* + We need to be able to identify our clients and anyone who signs up for Personal Training or wishes to use the gym
	+ This is basic information such as your full name, address and contact details
	+ It might also include more sensitive data such as any medical issues that might affect your workout or your bank details if you are setting up a direct debit with us.
	+ We have a general “PAR-Q” information sheets which stands for “Physical Activity Readiness Questionnaire” which gives us an indication of your current fitness levels and any medical or physical attributes that might require us to modify your exercise when you are here at the Sports Centre.
	+ Although we do ask for gender, this information is not used for reporting purposes.

**How we use the information**

* + We use your personal information to create a member profile that is unique to you.
	+ We use your email and/or phone number to circulate information regarding classes deals and discounts from Wolfman Fitness.
	+ If you have requested a monthly payment, then as an external client, we will use the Banking information that you gave us to set up a 12 month Direct Debit

**Your choices**

* + You are able to request how we contact you, and ask to be removed from mailing lists
	+ By law, you are now able to ask for all personal data regarding you to be removed from our membership and gym systems.

**How we protect your personal information**

* + Our membership information is held centrally at our Head Office address.. This allow us to have a protected and robust database to ensure that your information is not shared externally
	+ We use credible payment methods for your credit card transactions at the till
	+ We do not share your information to external parties
	+ We only use your information for membership purposes or when you sign up for a course or a gym induction.
	+ We do not sell or distribute our mailing lists

**Your consent**

* + When you sign up for Personal Training, we ask you to provide information to enable us to process your application
	+ You can email us on wolfmanfitness@outlook.com to change your information or request for removal from our system.

**Right of access**

* + You have the right to request permission to see what data we hold on your account and how we use this information to process your application

**Links**

* + Our website only holds information regarding activities and facilities at the Wolfman Fitness and does not have any direct external links.
* **Social Media Platforms**
	+ We frequently use Social Media Platforms to promote what is going on with Wolfman Fitness. We use photographs of our clients in classes and other venues only with permission of that person.
	+ We sometimes have a professional photographer to come and take shots – permission will be asked for before the photoshoot and pre-warning will be given on Social Media sites
	+ Sometimes our staff will ask to take a shot during or after the class.
	+ No photographs or videos are taken without informing the members first
	+ Any photographed used on our sites can be removed if the person wishes
	+ We have a general FB pages which provides information. External users are not able to post onto the main page, but can ask questions via messenger
		- https://www.facebook.com/personaltrainingashford
	+ We have an Instagram page – @wolfman6215