

NORDICFIT+ DATA PROTECTION & PRIVACY POLICY

Updated to comply with the General Data Protection Regulation (GDPR)

Data Collection

- The data we collect and store safely comprises information you provide via the website contact and newsletter sign-up forms (full name & email address) as well as on the PARQ (Physical Activity Readiness Questionnaire), such as DOB, address, telephone number, emergency contact and health-related information, e.g. details of medical conditions.
- Other information we hold may include records of your interactions with us such as telephone conversations, emails and other correspondence and your instructions to us; any credit/debit card and other payment details you provide so that we can receive payments from you and details of financial transactions with you; use of and movements through our online portals (wix, bookwhen, mailchimp, gmail) and other IT system identifying information; records of your attendance at any events hosted by us; images in video and/or photographic form and voice recordings; your marketing preferences so that we know whether and how we should contact you.

Data Retention & Accuracy

- Generally, where there is no legal requirement, we retain all physical and electronic records for a period of 6 years after your last contact with us.
- It is important to ensure that the personal information we hold about you is accurate and up-to-date, and you should let us know if anything changes, for example if you change your phone number or email address. You can let us know by emailing nordicfitplus@gmail.com.

Data Privacy

- We are fully committed to respecting your privacy. We never disclose or pass on your data to third parties unless you instruct us to do so. The only exception would be in the unlikely event of a medical emergency happening during one of our Nordic Walking sessions or if we were required to do so by law, e.g. a court order or to prevent fraud or other crime.

Marketing

- From time to time, we may contact you by email with information about services we believe you may be interested in. We will only send marketing messages to you in accordance with the marketing preferences you set. You can unsubscribe from our newsletter at any time by clicking on the 'unsubscribe' link at the bottom of the emails sent to you, or let us know by contacting nordicfitplus@gmail.com.

Your Data Rights

- You can request to see what information we hold on you.
- You can tell us how you want to be contacted (e.g. by email, but not by text message or telephone).

- You can ask to have this information amended, switched off (suppressed) or, in some cases, deleted.
- You can control what information you wish to receive (text message reminders, special offers emails, etc.).

While this privacy notice sets out a general summary of your legal rights in respect of personal information, this is a very complex area of law. More information about your legal rights can be found on the Information Commissioner's website at <https://ico.org.uk/for-the-public/>.

In charge of *NordicFit+* Data Protection:

- Marion Endt-Jones, nordicfitplus@gmail.com

Last updated: May 2018