



## **Our Commitment to Your Privacy**

Your trust is important to us so we wanted to explain how we collect, store and handle your personal data.

### **When do we collect your data?**

When you make a class booking with Sussex Zest data will be stored on our booking system (bookeo).

When you attend a Sussex Zest class or Personal Training/Small Group Personal Training (PT/SGPT) Session you will be asked to provide information for a PAR-Q (health questionnaire).

You may wish to have your body metrics documented and tracked during your PT/SGPT.

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

Online via Bookeo.

In person – verbally

On paper – PAR-Q (health declaration)

In MsExcel – Body Metrics

### **Why do we collect your data?**

To automate and streamline the class booking process. So we can notify you of any changes to your booking.

To ensure you are fit and healthy to undertake exercise.

To collect information for invoicing.

To track progress via body metrics

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

Paperwork is kept securely at Sams home (locked cabinet).

Soft copies are stored on password protected laptop.

We won't share your data with third parties. If at anytime you wish to review the data we are holding of yours, or indeed for it to be removed please email [info@sussexzest.co.uk](mailto:info@sussexzest.co.uk)