**Delta Nutrition and Fitness Privacy Notice**

Delta Nutrition and Fitness value your privacy and we recognise the need to treat your personal Data in an appropriate manner.

Data refers to the personal information that we hold about you from which either on its own or in combination with other information you can be identified. A list of what data we collect is set out below.

Processing means doing anything with your Data, such as collecting, recording or holding the Data as well as disclosing, destroying or using the Data in any way.

*“An Act to make provision for the regulation of the processing of information relating to individuals; to make provision in connection with the Information Commissioner’s functions under certain regulations relating to information; to make provision for a direct marketing code of practice; and for connected purposes*”.

[23rd May 2018

We keep this Privacy Notice under regular review and it may be amended from time to time.

1. **WHAT WE ARE PROCESSING**

We will always collect your personal Data directly from you and will process the following Data:

1. Contact details for yourself and family members including address, email address and phone number;
2. Medical information;
3. Current interests and preferences;
4. Photgraphs;
5. Sessions at the at the gym
6. Bank or credit card/debit card details secured using SSL technology;
7. Records of all contact we have with you.
8. **WHY WE ARE PROCESSING IT**

It enable us to:

1. Resolve general enquiries
2. Assess your eligibility for our services;
3. Provide the appropriate services;
4. Monitor attendance and activities to manage use of our services and to contact you with information or offers tailored to your interests;
5. Process your payment for such services;
6. Process your details including taking photographs for online use;
7. Inform you about similar services we provide

**3. LEGAL BASIS FOR PROCESSING**

We will usually only process your Data where we have your consent or where we need to process it to comply with our legal obligations, however, it may also be necessary to process your Data for the protection of your vital interests, for our legitimate interests or the legitimate interests of others.

We will only process "sensitive personal data" about ethnic origin, political opinions, religious or similar beliefs, trade union membership, health, sex life, criminal proceedings or convictions, where you have given your explicit consent or where we are legally required or obliged to do so.

For any processing that is based on your consent you have a right to withdraw your consent at any time by sending us an e-mail to:

info@deltanf.com

**4. COOKIES**

Cookies may be used by Delta Nutrition and Fitness to collect information for the purposes of managing and improving the services on the Company Website, establishing your browsing actions and patterns and preparing customised pages. You can refuse cookies, however, if you do refuse cookies you may be unable to access certain parts of the website.

**5. ACCURATE DATA**

We will keep the Data we store about you accurate and up to date. Data that is inaccurate or out of date will be destroyed. Please notify us if your personal details change or if data we hold about you is inaccurate.

**6. HOLDING DATA**

As the only Data Controller I, Delta Nutrition and Fitness CEO hold your Data through hard copies of a signed Par-q which gets locked away in a secure cupboard. Every two weeks this paper work is reviewed and stored on Google Drive... This is a locked email, password and phone automated entry on every time access. The hardcopies are then shredded.

We will only hold your information for 2 years before removing you from our records and removing your Personal Information.

**7. PROCESSING IN LINE WITH YOUR RIGHTS**

You have the right to:

1. Request access to any Data we hold about you.
2. Prevent the processing of your Data for direct-marketing purposes.
3. Ask to have inaccurate Data held about you amended.
4. Prevent processing that is likely to cause unwarranted substantial damage or distress to you or anyone else.
5. Object to any decision that significantly affects you being taken solely by a computer or other automated process and you have the right to request us to reconsider any such decision taken.

**8. DATA SECURITY**

Staff working for Delta Nutrition and Fitness have a legal duty to keep information about you confidential. There are strict codes of conduct in place to keep your Data safe. Staff abide by the Data Protection Act 2018.

Maintaining data security means guaranteeing the confidentiality, integrity and availability (for authorised purposes) of the Data. As such we will ensure that suitable measures are in place to prevent the unlawful or unauthorised processing of your Data and against the accidental loss of or damage to your Data.

**9. SHARING YOUR DATA**

We will not share your information to a third party without your consent unless we are satisfied that the third party is legally entitled to the information.

We may have to disclose your Data if required to do so by law in order to comply with a legal obligation, protect or defend our rights, interests or property or that of third parties, act in urgent circumstances to protect the personal safety of Delta Nutrition and Fitness constituents or the public, or protect against legal liability.

**10. HOW DO I ACCESS MY DATA?**

If you would like to access your Personal Data please make a request in writing to:

Delta Nutrition and Fitness

3 Mill Way,

Ashurst Bridge

Southampton

SO40 7JF

Email: info@deltanf.com

You will need to be able to provide proof of identity (e.g. full name, address, date of birth). We will provide your information within 40 calendar days of receiving your request

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**11. UNWANTED COMMUNICATIONS**

We may, from time to time, contact you by email, post or telephone. If at any stage you are concerned about the content of these communications e.g. unwanted marketing information or wish to change how we communicate with you please contact us at: info@deltanf.com OR unsubscribe.

**12.** **Retention Outline**

***“****The policy has been endorsed by Board level Management and is aligned with the Lord Chancellor’s Code of Practice on the management of records issued under section 46 of the Freedom of Information Act 2000. The department is obliged to meet the legal requirements for the retention and disposal of records in accordance with relevant legislation, particularly the Public Records Act 1958 (PRA 1958), the Freedom of Information Act 2000 (FOIA 2000), the Data Protection Act 2018 (DPA 2018) and the General Data Protection Regulation (GDPR)”.*

**13. FURTHER INFORMATION**

If you would like further information or are unhappy with the way that we have handled your information please contact us Via email: info@deltanf.com

DELTA NUTRITION AND FITNESS GENERAL PRIVACY NOTICE, October 2020

**Delta Nutrition and Fitness Website Privacy Policy.**

This privacy policy discloses the privacy practices for www.deltanf.com. This privacy policy applies solely to information collected by this web site. It will notify you of the following:

* What personally identifiable information is collected from you through the web site, how it is used and with whom it may be shared.
* What choices are available to you regarding the use of your data.
* The security procedures in place to protect the misuse of your information.
* How you can correct any inaccuracies in the information. Information Collection, Use, and Sharing

We are the sole owners of the information collected on this site. We only have access to/collect information that you voluntarily give us via email or other direct contact from you. We will not sell or rent this information to anyone.

We will use your information to respond to you, regarding the reason you contacted us. We will not share your information with any third party outside of our organization, other than as necessary to fulfil your request, e.g. to post an order.

Unless you ask us not to, we may contact you via email in the future to tell you about offers, new products or services, or changes to this privacy policy.

**YOUR ACCESS TO AND CONTROL OVER THIS INFORMATION**

You may opt out of any future contacts from us at any time. You can do the following at any time by contacting us via the email address or phone number given on our website. See what data we have about you, if any. Change/correct any data we have about you. Have us delete any data we have about you. Express any concern you have about our use of your data.

**SECURITY**

 We take precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline.

Wherever we collect sensitive information (such as credit card data), that information is encrypted and transmitted to us in a secure way. You can verify this by looking for a closed lock icon at the bottom of your web browser, or looking for "https" at the beginning of the address of the web page.

While we use encryption to protect sensitive information transmitted online, we also protect your information offline. Only employees who need the information to perform a specific job (for example, billing or customer service) are granted access to personally identifiable information. The computers/servers in which we store personally identifiable information are kept in a secure environment.

**UPDATES**

 Our Privacy Policy may change from time to time and all updates will be posted on this page.

If you feel that we are not abiding by this privacy policy, you should contact us immediately via email at info@deltanf.com

DELTA NUTRITION AND FITNESS WEBSITE PRIVACY NOTICE – October 2020