



PERSONAL TRAINING

PRIVACY POLICY

OBJECTIVE Diverse Personal Training commits itself to protecting the privacy of personal information. This policy reflects said commitment. This policy supports the needs to collect private information the right of the individual to privacy.

Overview

In the course of its business, Diverse Personal Training may collect information from potential clients, current clients, either directly or indirectly, electronically or in hard copy format that personally identifies individuals. In collecting personal information Diverse Personal Training complies with the requirements of the Australian Privacy Principles (APPs) set out in the Privacy Act 1988.

Collection and use of personal information

Diverse Personal Training collects personal and potentially sensitive information only where necessary for the functions of its business. Sensitive information may include but is not limited to health status and medical diagnoses. Private information includes but is not limited to information that is able to identify an individual and includes email addresses, phone numbers and home addresses.

Said information is used by Diverse Personal Training for marketing, advertising (to provide details of sales, fitness opportunities, challenges, deals and offers) and safety purposes (creating and planning safe and appropriate fitness regimes, programs and fitness delivery).

Diverse Personal Training collects sensitive information with the consent of the individual and if that information is reasonably necessary for the functions of Diverse Personal Training.

If an individual chooses not to give Diverse Personal Training certain information then the individual may not be able to be supplied with appropriate information and safe programs.

Disclosure of personal information

The information that an individual provides may be disclosed to organisations or health care professionals for referral, ongoing management and holistic care. This information includes personal and contact details, health status, medical diagnoses, injuries and physiological measures if appropriate.

Diverse Personal Training does not disclose an individual's personal information to another person or organisation unless:

1. the individual concerned has given written consent to the disclosure
2. Diverse Personal Training believes on reasonable grounds that the disclosure of information is necessary to prevent or lessen a serious and imminent threat to the life or health of the individual concerned or of another person
3. The disclosure is required or authorised by or under law

Security and integrity of personal information

Diverse Personal Training takes the confidentiality, security and integrity of the personal information it collects, uses and discloses, seriously.

Diverse Personal Training takes all reasonable steps to ensure that any personal information collected is relevant to the purpose for which it was collected, is accurate, up to date and complete. It does so by regularly reviewing its list of potential, current and past clients that have provided consent to this privacy policy and provided personal information to Diverse Personal Training.

Diverse Personal Training stores securely all records containing personal information in its email database and electronic records. Diverse takes all reasonable security measures to protect personal information it holds from misuse, interference, loss, unauthorised access, modification or disclosure by not sharing or disclosing information to

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PERSONAL TRAINING

third parties (unless outlined otherwise in disclosure of personal information section), maintaining records electronically in appropriately and secure locations.

Where Diverse Personal Training has no further use for personal information for any purpose disclosed or is no longer required to maintain that personal information, all reasonable steps are taken to destroy or de-identify the information.

Right to access and correct records

Individuals have the right to access or obtain a copy of the personal information that Diverse Personal Training holds about them. Requests must be made in writing. There is no charge for this service. If an individual considers their personal information to be incorrect, incomplete, out of date or misleading, they can request that the information be amended.

Complaints about an alleged breach of the APPs

Where an individual believes that Diverse Personal Training has breached a Privacy Principle in relation to that individual they may lodge a complaint in written format to hellodiversepersonaltraining@gmail.com. These complaints will be investigated and if appropriate, amends to be made by Diverse Personal Training in a timely manner. These written complaints will be kept on record.

Publication

This policy is made available to potential, current and past clients of Diverse Personal Training. A copy of this policy may be requested by contacting Diverse Personal Training.

Original Author / Date Natasha Korbut / 20.7.17