

# Precision Poise Privacy Policy

## Website Privacy Policy

In order to monitor website performance, software tools may be used to measure and collect information about how visitors browse & use this website, such as page response times, page interaction information, length of time on specific pages etc. This page is hosted on the [wix.com](https://www.wix.com) platform. Your data may be stored through data storage, databases and Wix.com applications. They store your data on secure servers behind a firewall. A list of cookies used by the [wix.com](https://www.wix.com) platform is shown below:

Cookie Name	Life Span	Purpose
svSession	Permenant	Creates activities and BI
hs	Session	Security
incap_ses_{Proxy-ID}_{Site-ID}	Session	Security
incap_visid_{Proxy-ID}_{Site-ID}	Session	Security
nibi_{ID}	Persistent Cookie	Security
XSRF-TOKEN	Persistent Cookie	Security
smSession	Two weeks	Identify logged in site members

Additionally, this site uses Google Analytics to monitor website performance. Details on the collection and processing of data by Google as part of this service can be found at [www.google.com/policies/privacy/partners](https://www.google.com/policies/privacy/partners)

**Bookings & Enquiries via the website:** When making bookings or using the contact form to send enquiries via the website, personal details including first name, last name and details of your booking/enquiry are sent via email to Precision Poise and recorded by Precision Poise for the purposes of confirming/communicating details regarding your booking or responding to your enquiry. Your data may be stored through Wix.com's data storage, databases and Wix.com applications. They store your data on secure servers behind a firewall. Precision Poise will only use your information to communicate to you regarding your booking / enquiry and will not use your information for unsolicited promotional purposes.

## Clients and Class Members - Your Information

Precision Poise treats all client and class member information confidentially

**Contact Details:** Precision Poise maintains a log of contact details for all clients and class members. This log includes names, contact details (email/phone/address) and which class/s you regularly attend. This log is held electronically by Precision Poise and is not shared with any third party. Contact details are used for the purpose of communicating important class/session information such as changes or cancellations.

**Promotional Use of Contact Details:** On occasion, Precision Poise may send out newsletters containing information about new classes/services, offers, events etc. Newsletters are sent only to those who have consented to receive direct promotional communications from Precision Poise. You can withdraw consent for such communications at any time, by clicking the Unsubscribe link at the bottom of the newsletter or by emailing a request to [studio@precisionpoise.com](mailto:studio@precisionpoise.com).

**Health Screening Forms:** All new clients and class members are asked to complete a Health Screening form before their first class/session. This information is collected for your own health and safety, to ensure your instructor is aware of any injuries/conditions that may need to be considered during exercise. Emergency contact details are recorded to ensure that Precision Poise is able to notify a nominated contact in the unlikely event of an emergency situation affecting you during a Precision Poise class or session. Clients/class members who are pregnant, or have been pregnant in the last 6 - 9 months will also be asked to complete the appropriate pre or postnatal form which records additional information relevant to ensuring that your instructor can deliver an exercise program that is safe for you. All completed forms are kept in a confidential file. Health screening information is used solely for the purpose described here and is not shared with any third party outside of Precision Poise, unless required by law. In the event that Precision Poise hires guest or new regular instructors, Health Screening forms will be made available to them for the purpose of ensuring awareness of injuries/conditions affecting persons within their class/s. Such instructors are required to abide by the Precision Poise code of conduct for instructors, including confidentiality, and will not be permitted to take forms away with them or make copies. Health forms are retained by Precision Poise for as long as a person remains a client or class member, and thereafter for such a duration as may be required for legal purposes. Professional integrity and the safety of all clients is of utmost importance, and therefore Precision Poise is unable to accept clients/class members without a Health Screening form on file.

**Pilates New Client Records:** One to one / private group pilates clients will complete a New Client Record with their instructor during their first session. This information is used to tailor a progressive pilates plan to meet your individual needs and goals. The information is confidentially stored by Precision Poise in your paper client record and is not passed to any third party or used for purposes other than that which has been described. You can request destruction of your client record at any time by emailing [studio@precisionpoise.com](mailto:studio@precisionpoise.com).

### **Your Rights**

- You have the right to view the information that Precision Poise holds about you at any time. If you wish to view this information, please email your request to [studio@precisionpoise.com](mailto:studio@precisionpoise.com)
- You have the right to withdraw consent to receive promotional information such as newsletters at any time. Please email [studio@precisionpoise.com](mailto:studio@precisionpoise.com) to confirm your wish to withdraw consent, or click the unsubscribe button at the end of any newsletter.
- You have the right to request removal of your contact details or destruction of your client record at any time. Please email your request to [studio@precisionpoise.com](mailto:studio@precisionpoise.com). Please note that removal of contact details may mean that class changes/cancellations cannot be communicated to you in a timely manner. Retention of health screening information for a given period of time may be required for legal purposes. In the event of a client/class member requesting destruction of health screening information before such time has elapsed, Precision Poise will seek the necessary legal advice to ensure compliance with the laws applicable at the time of the request, and will not retain information for longer than is absolutely necessary. Professional integrity and the safety of all clients is of utmost importance, and therefore Precision Poise is unable to accept clients/class members without a Health Screening form on file.

Printed copies of this usage summary for client and class member information are available at the studio to take away. If you have any questions about how your information is stored or used, please email [studio@precisionpoise.com](mailto:studio@precisionpoise.com)

*We reserve the right to modify this privacy policy at any time, so please review it frequently. Changes and clarifications will take effect immediately upon their posting on the website. If we make material changes to this policy, we will notify you here that it has been updated, so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we use and/or disclose it.*