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Tri Fit Inc. Our Policy Respecting Your Privacy and the Protection of Personal Information

Purpose

Tri Fit Inc. recognizes that its clients value the privacy of their personal information. Our commitment to protecting the privacy and confidentiality of your personal information is addressed in this privacy policy. Our policy complies with the requirements of the Personal Information Protection and Electronic Documents Act.

Accountability

All personal information held or collected by Tri Fit is protected under the Privacy Act. This means that at any point of collection you will be asked for consent to collect your information, and you will be informed of the purpose for which it is being collected and how to exercise your right of access to that information.

Tri Fit has appointed a Privacy Officer Veronica Marsden to ensure our staff's compliance with this Privacy Policy.

Personal Information

Tri Fit is committed to helping each fitness centre member achieve his or her personal fitness and health goals safely and effectively. Tri Fit collects personal information from each member during the registration process to ensure member safety.

Personal information about our fitness centre members is collected during the fitness centre registration process on the membership application form, PAR-Q (Physical Activity Readiness Questionnaire), fitness assessment data collection form and medical release form. Members provide this information voluntarily as a condition of gaining access to the fitness facility. All such information is confidential and Tri Fit staff are instructed that this information will not be divulged to anyone. Personal information on the membership application form,



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fitness assessment data collection form, PAR-Q and medical release form are accessible only to the fitness centre consultants.

PAR-Q's, membership application forms and medical release forms are stored in the members' files in a locked filing cabinet. This cabinet is locked at all times, except when opened by the fitness consultant. The cabinet is re-locked after each access.

Information collected during fitness assessments is stored on the Wellness Coordinator's computer in the Tri Fit fitness appraisal software database program.

Tri Fit also collects personal information including name, email address, work and home phone numbers to identify you as an individual and to ensure efficient follow-up in the case of an emergency. This information, which is included on the membership application form, is stored in a locked filing cabinet in each member's personal file.

We will not use or disclose your personal information for any purposes other than those for which it was collected, except with your consent or as required.

Consent

Your knowledge and consent is required for the collection and use of your personal information. When you become a fitness center member you consent to the use of your personal information for the purposes listed above. You may at any time refuse or withdraw your consent, however, we may not be able to process your fitness centre membership.

Tri Fit may also collect information regarding the frequency of your visits to the fitness centre to assist in justifying the value of the program. Tri Fit may also use this information to follow-up on members who have stopped using the centre to find out why and provide support as requested.



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Accuracy

Tri Fit will take steps to help ensure that your personal information remains as accurate, complete and up-to-date as is reasonably necessary for the intended purposes. Annually Tri Fit will request that each fitness center member completes a PAR-Q form.

Safeguards

Each of our employees is responsible for storing your personal information to which they have access in a secure place. We keep our employees informed about our policies and procedures for protecting personal information.

Changes to Our Privacy Policy

From time to time, it may be necessary for Tri Fit to change this Policy. We will notify all our members by email to changes in our policy.

Inquiries

All inquiries or complaints regarding our privacy policy should be directed in writing by mail, fax or email to Tri Fit's Privacy Officer. All inquiries will be responded to within thirty (30) days from the date at which our Privacy Officer has received the inquiry.

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