



Notice of Privacy Practices

This notice describes how protected medical and health information about you may be used and disclosed and how you can get access to this information. Please review document carefully.

This notice describes the privacy practices implemented at Corporate Fitness Works' managed fitness and wellness centers.

Our Pledge to Protect Your Health Information:

Corporate Fitness Works is committed to protecting your personal health information. In order to maintain the confidentiality of your personal health information collected electronically or otherwise, we create a file for each member in order to provide you with quality service and to comply with all legal requirements. This notice describes the ways in which we use and disclose your health information as well as your rights and our obligations regarding the use and disclosure of your personal health information. We pledge to you that we will take all reasonable measures to ensure that health information that identifies you is kept private and we will follow the terms of the current notice.

Disclosure of Your Health Information:

Corporate Fitness Works' professional fitness staff will use the information about you to provide you with a safe and effective exercise program and to assess and evaluate the health and fitness capacity of center members. We may disclose health information about you to other Corporate Fitness Works personnel involved in your health and fitness program. All reasonable efforts will be made to disclose no more than the minimum information needed to accomplish the intended purpose.

Information obtained from the Health History, Medical Clearance, and other membership related forms, whether created by Corporate Fitness Works personnel or physician(s), will be accessible only to Corporate Fitness Works personnel having a need to know such information. Such information will not be accessible to your employer or any of its personnel.

We may use your name to send membership bills to you or your company; to send you information about the fitness center; to acknowledge participation incentives, awards, and motivational programs or communications. We may post your name within the fitness or wellness facility; unless you specifically object.

We may contact you to provide appointment reminders, information about health and fitness program alternatives or other health and fitness center-related benefits and services that may be of interest to you. You may request, in writing, that such information not be sent to you. We may keep your exercise plan information in an unsecured file, unless otherwise specified by you. You may keep this information secure in your personal possession, if you desire.

We will disclose information about you when required in accordance with federal and state laws, in a lawsuit, for worker's compensation or similar claims, for public health, for health oversight agency activities or to the military, if applicable.

In the event of a change in fitness center management vendors, Corporate Fitness Works will provide your personal health information to the new vendor only if the group agrees to adhere to the privacy practices identified here or with your express written permission.

Your Rights Regarding Medical Information We Maintain About You:

You have the right to inspect and copy your medical information, including your member file. You must submit a written request, signed and dated in order to obtain this information.

Right to Amend. If you feel that your information is incorrect or incomplete, you may ask Corporate Fitness Works personnel to amend the information. You may request an amendment as long as the fitness or wellness center has this information. You must submit your request in writing, signed and dated.

Right to Return of Information. Upon the termination of your membership at a Corporate Fitness Works managed center, you have the right to request that all of your personal health information be returned to you or destroyed. You must submit your request in writing. Upon return of such information, no copies will be retained by Corporate Fitness Works.



Right to Request Confidential Communications. You have the right to specify the manner in which you want us to communicate with you regarding your health information. You must submit your request in writing.

Right to a Paper Copy of This Notice. You have the right to a paper copy of this notice. You may request a copy of this notice at any time.

Complaints Regarding Your Privacy:

If you believe your privacy rights have been violated, please submit your complaint, in writing, to:

Corporate Fitness Works
1200 16th Street North
St Petersburg, FL 33705
(301) 417-9697

Changes to this Notice:

We reserve the right to change this notice and make the revised notice effective for information we already have about you as well as any future information. We will post a copy of the current notice in the fitness center.

Other Uses of Medical Information:

Other uses and disclosures of information not covered by this notice will be made only with your written permission. You may revoke that permission in writing at any time. Understand that we are unable to take back any permitted disclosures.