

# Myogaspace Privacy Policy March 2023

## My contact details

Name: Rachel Davis

E-mail: [rachel.myogaspace@gmail.com](mailto:rachel.myogaspace@gmail.com)

Website: [www.myogaspace.co.uk](http://www.myogaspace.co.uk)

## The type of personal information I collect

I currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name, address and telephone contact details)
- Email addresses
- Health Questionnaire information prior to attending a yoga class
- Emergency contact details

## How we get the personal information and why I have it

The personal information I process is provided to me directly by you for one of the following reasons:

Yoga class booking requirements including health information

To receive news about classes and events

I use the information that you have given me in order to:

- contact you about class dates, times and requirements
- send you the health questionnaire and booking details
- send you information about future classes and events
- enable you to safely participate in a yoga class

I may share this information with the class venue in the event of an emergency

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases I rely on for processing this information are:

**Contractual obligation**

**Legitimate Interest**

**Consent**

## **How I store your personal information**

Your information is securely stored on a password protected laptop.

## **How long I will store your personal information**

I will normally store all your information for 7 years from the date of collection. This is because it may be needed for potential legal proceedings.

I will then dispose your information by deletion from electronic files.

## **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask me for copies of your personal information.

**Your right to rectification** - You have the right to ask me to rectify personal information you think is inaccurate. You also have the right to ask me to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask me to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that I transfer the personal information you gave me to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, I have one month to respond to you.

Please contact me at [rachel.myogaspaces@gmail.com](mailto:rachel.myogaspaces@gmail.com) if you wish to make a request.

## **How to complain**

If you have any concerns about my use of your personal information, you can make a complaint to [rachel.myogaspaces@gmail.com](mailto:rachel.myogaspaces@gmail.com)

You can also complain to the ICO if you are unhappy with how I have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>