**Privacy Policy**

Thank you for choosing to be part of our community at Yogaful Minds (“Company”, “we”, “us”, or “our”). We are committed to protecting your personal information and your right to privacy. If you have any questions or concerns about this privacy notice, or our practices with regards to your personal information, please contact us at yogafulminds@gmail.com

**Our contact details:**

Name: Jayne Nash

E-mail: yogafulminds@gmail.com

Website: www.yogafulminds.co.uk

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**What type of personal information do we collect?**

Personal information you disclose to us:

*In Short:  We collect personal information that you voluntarily provide to us when you register.*

Personal information provided by you:

We currently collect and process the following information:

names; phone numbers; emergency contact, email addresses; mailing addresses; contact preferences; additional information about the child or young person e.g., allergies; and other similar information.

All personal information that you provide to us must be true, complete and accurate, and you must notify us of any changes to such personal information.

**Why do we collect the personal information provided by you?**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

* various contact details in case of accident or injury
* failure to collect a child or young person from our care,
* the sharing of medical information to ensure the safety and well-being of the child or young person.

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We also receive personal information indirectly, from the following sources in the following scenarios:

* An additional emergency contact in case of not being able to contact the parent or guardian stated on our Health and Safety form.

**How do we use your information?**

*In Short:  We process your information for purposes based on legitimate business interests, the fulfilment of our contract with you, compliance with our legal obligations, and/or your consent.*

We use personal information provided by you for a variety of business purposes described below. We process your personal information for these purposes in reliance on our legitimate business interests, in order to enter into or perform a contract with you, with your consent, and/or for compliance with our legal obligations. We indicate the specific processing grounds we rely on next to each purpose listed below.

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We use the information we collect or receive:

* To post testimonials. We post testimonials on our website that may contain personal information. Prior to posting a testimonial, we will obtain your consent to use your name and the consent of the testimonial. If you wish to update, or delete your testimonial, please contact us at yogafulminds@gmail.com and be sure to include your name, testimonial location, and contact information.
* Request feedback. We may use your information to request feedback and to contact you about your use of our website.
* To enable user-to-user communications. We may use your information in order to enable user-to-user communications with each user’s consent.
* To send administrative information to you. We may use your personal information to send you product, service and new feature information and/or information about changes to our terms, conditions and policies.
* To enforce our terms, conditions and policies for business purposes, to comply with legal and regulatory requirements or in connection with our contract.
* To respond to legal requests and prevent harm. If we receive a subpoena or other legal request, we may need to inspect the data we hold to determine how to respond.
* To respond to user inquiries/offer support to users. We may use your information to respond to your inquiries and solve any potential issues you might have with the use of our Services.

**How do we store your personal information?**

*In short: Your information is securely stored.*

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We keep the information you provide on our Health and Safety form for the duration of time your child or young person wants to attend Yogaful Minds sessions.  We will then dispose of your information by shredding the form.

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

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting: yogafulminds@gmail.com

(b) We have a contractual obligation.

(c) We have a legal obligation.

(d) We have a vital interest.

Under data protection law, you have rights including:

* Your right of access - You have the right to ask us for copies of your personal information.
* Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
* Your right to erasure - You have the right to ask us 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 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 we transfer the personal information you gave us 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, we have one month to respond to you.

Please contact us at yogafulminds@gmail.com if you wish to make a request.

**How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at yogafulminds@gmail.com for data protection queries.

You can also complain to the ICO if you are unhappy with how we 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