Yoga4now Privacy Policy

**My contact details**

Name: Victoria Lawrence

Address: 46A East Borough

 Wimborne

 Dorset

 BH21 1PL

Phone Number: 07854403005

E-mail: yoga4now@aol.com

**The type of personal information I collect**

I currently collect and process the following information:

* Personal identifiers, contacts and characteristics (for example, name and contact details)
* Health questionnaire containing personal medical information.
* Email address
* Attendance records of classes.

**How I get the personal information and why I have it**

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

* In order to teach yoga classes safely and prevent injury to yourself, I need to gather and record basic contact information and medical information about you.
* For insurance purposes I need to record your attendance at class.

We use the information that you have given us in order to:

* Contact you with information about yoga classes and to book you into a class.
* To send you a health questionnaire for completion and returned as an email attachment.
* Contact you with news, lesson information and special offers (you can unsubscribe from this at any time by emailing me you request).

I will NOT share your information with anyone else (other than as required for legal process) without explaining why it is necessary, and getting your explicit consent. This could be because of claims occurring insurance: for which I am required to keep my records for 7 years after the last session.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases I rely on for processing this information is your consent. By completing a booking and returning your health questionnaire the assumption is made that you understand and have accepted my privacy policy and your rights under GDPR UK. A copy of this policy can be sent to you if you request it via email.

The attendance record, health questionnaire and any emails relating to these will be stored securely for 7 years.

**How I store your personal information**

Your information is securely stored. Sensitive medical information is only stored on a private password protected laptop and the hard copy in a folder locked away. Other emails containing your name and email address are stored within the aol email provider who will have their own privacy policy.

On returning your health questionnaire as an email attachment it is saved to a secure folder on my laptop. Once downloaded I then delete this email and attachment from the yoga4now@aol account so that your medical information is not stored within aol mail. One copy of the health questionnaire is printed off so that it can be brought to class in case of a medical emergency for contact information. The printed copy is stored in a locked area when not at class.

The attendance record, health questionnaire and any emails relating to these will be stored securely for 7 years.

After 7 years the paper copy will be disposed of by shredding and the file deleted from the device it is held on at that time.

**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 me to restrict 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 yoga4now@aol.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 me at yoga4now@aol.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>