

Privacy Policy

Judi Does Yoga

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What information do I collect?

I only collect personal information as volunteered by the student via the health form at the first session attended. Contact details are collected and stored in paper form and electronically. Health details are required for safe practise and are kept in paper form only.

A register of attendance is kept, both paper and electronically.

Class notes are made following every class for insurance and informing future planning. Where a student is named, initials are used.

Using your personal data.

Personal information provided is used to contact current students about relevant class details and future events. Former students are also contacted regarding events. Anyone can unsubscribe at any time using the contact details above.

Personal information will never be passed on to third parties.

Security of data.

Details are kept on my smart phone, ipad and computer. All are password protected with passwords regularly changed.

Paper copies – student details travel to class with me and are otherwise kept in a locked cabinet in my house.

The information does not flow out of my business.

Opting out.

Students former and present may opt out of receiving emails at any time by contacting me as above.

Changes to the policy

The policy will be reviewed annually and students will be notified of any changes.

Students' Rights

- the right to see records of personal information – please contact me as above
- the right to rectification of held data
- the right to erasure (the right to be forgotten)

This policy has been drawn up in line with current guidance which can be found at <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

Data Protection Policy revised October 2020

This is a live document and will be updated as and when changes occur.

Date of Next Review: October 2021