

KALYANI YOGA – DATA PROTECTION POLICY



I hold information on all individuals who have attended a yoga class.

On arrival to an individual's first class with myself I request the completion of a registration form. These registration forms are then kept securely for 5 years after an individual's last class.

The information obtained through this document is for four purposes.

1. I obtain identifying information to contact individuals to inform them if a class has been cancelled.
2. I use the information about where an individual lives to inform decisions about where to run future classes.
3. I obtain information about physical limitations for each individual to allow me to tailor sessions to individual needs.
4. I provide an opt in option for individuals to be included on a mailing list to update them of new classes and workshops.

Identifying information and whether or not the individual has requested to be included on the mailing list are then taken from the forms and inputted on to a spreadsheet which is stored on a passworded computer.

This spreadsheet provides the mailing list. When an email is sent to the mailing list it is done so as a blind email so that this does not compromise individual privacy. It also offers individuals the option to no longer receive these emails.

An individual has the right to request access to information and receive a copy of any data held on them if required. They can also request that this information is deleted. These requests can be made in writing. Information will be deleted on request 5 years after the student last attended a class.

The registration form includes an opt in tick box for the mailing list and the disclaimer below;

Data Protection: It is entirely up to you what information you choose to share in this document. Anything that you do include will be used help me tailor the session to your specific needs. I will not share your information with anyone else. However please note I will need to retain some information for legal purposes for at least 5 years. Your privacy is important to me.