

# Department of Yoga Privacy Policy

## Our contact details

Name: Amy Sayer

Phone Number: 07967 306 124

E-mail: [amy@departmentofyoga.com](mailto:amy@departmentofyoga.com)

## The type of personal information we collect

We currently collect and process the following information:

- Name and contact details
- Details of any emergency contact(s)
- Any notes on your health and wellbeing that you may choose to provide in writing to your teacher to raise awareness of injuries, health conditions or concerns that may affect your practice. Please note these may be provided verbally to the teacher, but may still be stored securely, anonymised and electronically as written notes.

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

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

- To enquire about, discuss or book one of Department of Yoga's classes, offering or events.

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

- To contact you about the practicalities of class attendance: changes to class times, class cancellations or other details which might affect you
- To let you know about new or upcoming classes, workshops or yoga events for marketing purposes
- To issue, discuss, update or cancel class passes

- To give advice on preparing for class (if requested)
- To provide you with any instructions and details for any recommended home practice

We will not intentionally share your personal information with any third parties (excluding emergency contacts) unless required to by law, for example in response to a safeguarding concern.

Under the General Data Protection Regulation (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 [amy@departmentofyoga.com](mailto:amy@departmentofyoga.com)

(b) We have a legitimate interest.

## How we store your personal information

Your information is securely stored **securely and electronically**

We keep **students' and enquirers' contact details, emergency contacts and (if relevant) health notes** for **four years** We will then dispose your information by **permanently deleting it**

## Your data protection rights

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 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 [amy@departmentofyoga.com](mailto:amy@departmentofyoga.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 **Amy Sayer** – [amy@departmentofyoga.com](mailto:amy@departmentofyoga.com)

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>