

Lucy Murray Yoga

Privacy Policy - May 2018

(Why I collect your personal data and how I use it)

When you join one of my yoga classes I take certain information from you including your contact details and a completed health questionnaire. I also keep registers which show which class you have attended and records of payments made. I record and review each class in writing and occasionally I make a note in that review that is relevant to an individual student.

Health Questionnaires

When you start attending yoga classes I ask you to complete a standard Health Questionnaire form developed by the British Wheel of Yoga. This is so that I have emergency contact details for you whilst you are at class but also so that I know what health conditions you have that may be affected by your practice. You decide how much information to divulge on your health questionnaire. In the event of an emergency I would pass information on your health questionnaire to medical staff.

I keep your health questionnaire in a file for the duration of your attendance at yoga classes and this file is carried around with me to classes. Nobody but me has access to the file(s) in which health questionnaires are kept and your health questionnaire is not scanned and stored electronically. Sometimes I may need to photocopy a health questionnaire (when you attend more than one class).

If you stop attending classes I will keep your health questionnaire in an archive file for four years from the date which you left and after this time it will be destroyed securely.

Contact Details

Whilst you are attending classes, I will contact you (usually by email) about:

- How to book onto the next block of classes after the current term ends;
- Information relevant to the classes;
- Other yoga events such as Summer School, yoga workshops and yoga holidays;
- Class cancellations - if these are short notice I may text you or telephone you.

If you tell me that you are going to stop attending class then I will remove your email address from my mailing lists straight away unless you have specifically asked to be contacted in future. If you do not tell me that you are leaving the class, I will not know whether you are planning to return or not and so you may

receive some emails from me after you have left. If I have not heard from you for six months I shall assume that you do not wish to be contacted and I will remove your email address from my mailing list.

I will not share your email address with anyone else (in group emails or by passing on my mailing list to anyone else) and likewise I will not share your telephone number(s) or home address. The only possible exception to this would be in the event of a medical emergency or to law enforcement authorities.

I will keep email correspondence between us for four years after you have stopped attending class. Your email address will be remembered by my email account as long as your email correspondence is kept. I keep Text or WhatsApp conversations for up to two years.

Class Registers

My registers showing which classes you have attended, and how much you have paid me, form part of my accounts and as such need to be maintained by me indefinitely. I keep both electronic and hard copies of registers but only the current term's register is carried in a file to classes. Electronic copies are password protected.

Access to your Data

If you would like to find out what information I hold in relation to you, then please ask me and I will do my best to let you have the information you request but I will not let you have access to any documents containing information about other students (such as registers). Where possible information will be emailed to you rather than printed. If you have a query or concern regarding how your data is held or used then please contact me:

Lucy Murray, Valley House, Church Street, Great Comberton, Pershore, Worcestershire, WR10 3DS
LucyMurrayYoga@gmail.com 0751 332 7381

If you are not satisfied with my response you have the right to raise the matter with the Information Commissioner's Office.

I have read, understood and agreed to the way you will use my data

Name (please print)

Signature

Date