

When you contact me or join one of my classes then I collect and process information about you. The lawful basis upon which I do is that I have a contract with you, you have given me your consent to do so and/or I have a legitimate interest in doing so. The types of data which I collect, how and why they are used, and what happens to that data is set out in the table below.

If you have a query or concern regarding how your data is held or used then please contact me on [lucymurrayyoga@gmail.com](mailto:lucymurrayyoga@gmail.com). If you are not satisfied with my response you have the right to raise the matter with the Information Commissioner's Office (ICO).

ICO reference number: A9002384

What information is being collected?	How is it being collected?	Why is it being collected and how will it be used?	Who will it be shared with?	How will it be stored?	What security is there?	What is the retention/deletion policy?
<b>Your name and email address</b>	Website enquiries Email enquiries Health Questionnaire Zoom	Responding to email enquiries  General correspondence about classes  Add to newsletter database for information about upcoming classes  For students to securely access online classes	Sendinblue account (newsletter database)  (Unsubscribe option clearly displayed)	Website server  Google contacts  Sendinblue contacts  Zoom	Website password protected, https, encryption and security keys  Gmail, Sendinblue and Zoom accounts all password protected and have native security.	Website data deleted at 90 days  Google contacts - until 2 years after student has left class  Sendinblue contacts - until student unsubscribes  Zoom meeting history deleted within 1 year.
<b>Your telephone number(s)</b>	Website enquiries Health Questionnaire	In case of short notice class cancellation  To identify texts and WhatsApp messages with no sender name  To add to WhatsApp group (if opt in)	WhatsApp (only if student has opted in to the group)	Website (enquiries)  Google contacts	Website password protected, https, encryption and security keys  Google contacts account password protected plus native security	Website data deleted at 90 days  Google contacts - until 2 years after student has left class

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<b>Emails, text and Whatsapp correspondence you have sent to me</b>	Website Email SMS WhatsApp	To respond to queries and follow up  To send information about classes	No-one	Website (enquiries)  Gmail  WhatsApp  Tesco/O2  If correspondence content forms an addendum to Health Questionnaire then it will be saved as and with Health Questionnaire	Website password protected, https, encryption and security keys  Google, WhatsApp, O2 native security  Gmail account password protected  WhatsApp encryption	Website data deleted at 90 days  Deletion of emails, WhatsApps and texts automatic after 2 years
<b>Health Questionnaire 2021 onwards</b>	Website form which is emailed to LM	Class management - some conditions affect and are affected by your practice  In case of emergency	No-one	Initially on server then saved as pdf in Apple iCloud.	Encryption on website and during transit  Individual password protection in iCloud for each student's pdf plus iCloud password protection and device password protection	Data deleted from server after 90 days  pdf held for at least 7 years for insurance purposes
<b>Health Questionnaire Before 2021</b>	In class, paper form	Class management - some conditions affect and are affected by your practice  In case of emergency	No-one	File	Locked	Held for at least 7 years for insurance purposes
<b>Your class attendance</b>	In class, spreadsheet	Class management  Insurance requirement	No-one	Apple iCloud	Password	Held for at least 7 years for insurance and tax purposes
<b>Payments you have made</b>	No card info taken at any time  Received via banking system, Paypal or direct cheque payments  Records held on spreadsheet	Accounting purposes	No-one	Apple iCloud	Password	Held for at least 7 years for accounting and tax purposes

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<b>I may mention your name in my class notes.</b>	In class, paper notes	Class management (I do this if a student needs a particular modification and I want to remember it for next time or if a student refuses an alternative or modified pose suggested for their health condition)	No-one	Filed with lesson plan	Locked	Indefinite
<b>Website cookies</b>	Website software sends data to Google analytics	To collect information about user device/software to improve design/functionality of website	Google analytics Website contractor has access	Cookies stored on user's device	See Google Analytics policy	As long as user permits. Can be removed by clearing browser history.
<b>Devices I use</b>	I access data in the Apple iCloud and through Gmail, WhatsApp, Zoom etc via a laptop and two other devices all of which are password protected and/or have fingerprint or face recognition security. I have anti-viral software in place. Devices themselves carry little or no data and are set up to be remotely wiped if needed.					