



Data Protection Statement - yogabeing

1. When you attend a class, course or workshop for the first time, I ask you to complete a personal info/health questionnaire. If you complete a paper document, the health info is not stored on a PC – it is securely stored as a paper document. I review documents every six months, and if you are longer attending classes, the document is shredded. A new form is completed each year and any old one shredded. If you complete the document electronically, it is stored in a password protected folder on my password protected PC which is only accessed by me.
2. On this same document I ask for phone and email details. If you indicate that you do not wish me to keep you informed of class changes / changes / cancellations, offers, updates, workshops etc, your data is treated as (1) above.
3. If you indicate on this document that you are happy for me to keep you informed, your name and contact details are recorded on a password protected spreadsheet on my password protected PC which runs up to date virus software.
4. To send the monthly email newsletter communication, I use 'Mail Chimp' a professional email marketing tool – your name and email is stored on the Mail Chimp server. For smaller email bulletins, I use Microsoft Outlook from my PC.
5. I may I may also store your name and phone number on my PIN protected phone.
6. If at any time you advise by email, text, phone or in person that you no longer want to receive my communications, I will remove your data from my database, the Mail Chimp server and my phone.
7. If you enquire about a class, course or event, I may ask if I can keep you informed of future activities. If you agree, your contact information is treated as 2, 3, 4 & 6 above.
8. On every email communication I will include the facility for you to unsubscribe. If you do this, your contact information is treated as 2,3,4 & 6 above.
9. If you book in for a face to face group class via the Bookwhen booking system, your contact details are stored on the Bookwhen server. Your contact information could be shared with the NHS Track & Trace system for coronavirus if required.
10. I do not wish to send you communications you do now wish to receive, so please do let me know if you wish to be removed from any database I hold.
11. From time to time I may ask your permission verbally in a class to take some photos to use for promotional purposes. I show you the images and any you are not happy to have used are immediately deleted. If at any stage in the future you wish a photo to be removed from my website, Facebook or paper promotional materials, please advise me and I will delete the relevant posts and cease using any paper materials.

Contact information:

Data Controller = Elaine Whittaker

Email: elaine@yogabeing.co.uk

Phone: 07917 453224

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