



Data Protection Policy

Name and contact details of organisation

Yoga with Sharon, sharon@sharonprice.com

Data controller: Sharon Price

Data processors: Sharon Price, Alex Pryor.

Purposes of data processing

Personal data is held on yoga students for the purpose of contacting them with information I think will be of interest to them, principally concerning forthcoming yoga events, or to enable me to tailor my classes and teaching to their individual requirements.

Categories of individuals on which personal data is held

Adult persons (not minors) who have attended a yoga event or related event (class, workshop, retreat etc) delivered or taught by me in the last two years, or have requested to be sent information relating to such events in this period.

Categories of personal data held

Personal data held on yoga students may be stored electronically or on paper and may include the following:

- name
- postal address
- telephone numbers
- email address
- date of birth
- relevant medical information
- yoga classes and workshops attended,
- Emergency contact details
- references from other yoga teachers (for teacher training and other courses only)

Categories of recipients of personal data.

Personal data will not be passed on to any third party without the permission of the individual concerned.

Data retention

Data will be retained for up to two years from the last contact with the data subject.

Basis for holding personal data

The lawful basis for which personal data is held is that of *contractual necessity* for student's contact details and a *legitimate interest* to email them relevant information. This is because I use people's data in ways which they would reasonably expect and which have a minimal privacy impact, and the data has been voluntarily provided by the individual concerned, or in the case of references, obtained from their yoga teachers.

Security

All personal data is stored securely. Digital data is held on password-protected computers. The password is only known by the two data controllers. Paper data is always kept under lock and key when did not in the possession of a data controller. Personal data will not be passed on to any third party without the permission of the individual concerned.

Any individual is entitled to request to be removed from my mailing list.

Any individual is entitled to request a copy of their personal data held, to have incorrect data amended, or to ask for their data to be deleted from my records.

Any individual has the right to complain to the ICO if they consider there's a problem with the way their data is handled

Sharon Price

22 May 2018