

SURREY YOGA THERAPY AND YOUR DATA PROTECTION

What data does Surrey Yoga Therapy (SYT) store?

SYT holds the following data about students:

- *Names and email addresses on Mailchimp for email newsletter subscription:* This data is held when a student opts in to receive email newsletters either via the website or in student intake forms (see below).
- *Student intake form when new students sign up to SYT group classes or workshops:* This form contains basic information such as date-of-birth, contact details and information on any previous injuries or health conditions. This form also presents students with the option to consent to receive email or text message updates, for example, if a class is cancelled at the last minute and also email newsletters with information on upcoming classes, workshops and related events.
- *Client intake form for private classes:* This form contains basic info such as date-of-birth, contact details, information on any previous injuries or health conditions, contact details for other health practitioners the client may be working with and consent to contact them if deemed appropriate, and lifestyle information. This form also presents students with the option to consent to receive email or text message updates, for example, text message or email confirmation reminders on an upcoming private session, emails with take-away home practices, and email newsletters with information on upcoming classes, workshops and related events.

Why does SYT store this information?

As a yoga therapist and yoga teacher I am committed to providing the best possible yoga service to my clients. In my teaching I am also deeply committed to the yogic principle of ahimsa, which means to do no harm. With this in mind, it is important for me to have access to any health, medical or lifestyle information that I deem necessary to ensure I can give safe, reliable and relevant instruction to my students.

With consent, I also use student's contact information to stay in touch, notifying them of changes to class schedules and informing them of yoga events that may be of interest, such as workshops and retreats.

Students will be asked prior to filling out any forms for their consent in providing this information, explained as to the rationale for this process and that they are happy for this information to be stored.

Who is this information shared with?

Your data is kept entirely confidential and will not be shared with 3rd parties. The only exception to this may be in cases where, upon consent from the student, I speak with another health practitioner who they are working with. For example, given the students permission I may contact a physiotherapist that they have been seeking treatment with, as a way to ensure that what I am teaching is safe, relevant and in-line with the physio's recommendations/advice.

How long is my data stored for?

Your data is stored for 7 years from the point when you are no longer a student of SYT. You have the right to access this data at any time and to ask for its erasure. After 7 years your data will be destroyed.

Where and how is my data stored?

There are 2 possible areas where your data is stored.

- Electronic:
 - Email subscription list on Mailchimp's secure servers

- Paper

The majority of student's data will be saved by me in paper form. This includes the initial client intake form and any subsequent paper notes I make during our private sessions. These paper notes might include updates or new information the client gives me that I think useful and relevant in terms of planning and structuring our sessions together. This information is kept in a secure, locked filing cabinet in my home office.

What are my rights as an SYT student?

In compliance with the GDPR 2018 legislation every SYT student has the following rights:

- the right to be informed about what, data is stored, why this is the case and how their data is protected
- the right of access to the data at any time

- the right to rectification
- the right to erasure
- the right to restrict processing
- the right to data portability*
- the right to object
- the right not to be subject to automated decision-making including profiling

SYT students have the right to make a formal complaint to the ICO if they perceive there to be a problem with the way their data has been collected or maintained.