## **Privacy Policy**

Your privacy is very important to me. I operate as a sole trader running the business Amanda Richardson Yoga, as a Certified Level 2 Iyengar Yoga Teacher.

Registered address: Wells Park Road, London SE26 6JB

I make sure that my business complies with all the regulations as set out by the GDPR (General Data Processing Regulations Act 2018).

My website collects and store "cookies". These help to collect general information about the behaviour of visitors on the site. Most browsers allow you to refuse to accept cookies. You may decline, disable or delete cookies whilst visiting this website, but this may affect the usability of the site.

## What is my lawful basis for processing your personal data?

I collect your personal data through the use of a Confidential Student Declaration. I also retain contact details through enquiries via email and phone.

My lawful basis for collecting your personal details and data is due to the legitimate interest of running a yoga class. I collect your data in order to let you know about current and future activities and to keep you informed of any changes.

I will not use your data in any way that is irrelevant, unreasonable or intrusive. If, at any point, you feel that an invasion of your privacy has occurred it is your right to let me know, and also to register your complaint with the Information Commissioner's Office - www.ico.org.uk.

The information I collect on your health and medical background is in order to necessitate the safe running of the yoga class, and to comply with PLI (Public Liability Insurance), which is held by DSC Insurance Services.

## How long will I retain this data?

I will keep your personal data and medical information for no longer than 7 years after your last class, for insurance purposes.

## What are your rights regarding your information?

You have the right to ask for a copy of any or all of the information I hold about you at any point. You also have a right to:

- · request that inaccuracies are corrected
- request that I stop processing your personal data
- lodge a complaint with the Information Commissioner's Office
- have your data erased

How do I protect your personal data? Your data is kept securely, both in digital and paper

form. I do not share your information with any other third party, without your explicit agreement. However, I am under a legal obligation to share this information in a court of law.

Can you opt out? You can choose to opt out of receiving any information from me at any time by emailing me at <a href="mailto:info@amandarichardsonyoga.com">info@amandarichardsonyoga.com</a>, or unsubscribing via the link in any email.