

GDPR for Louise O'Neill Yoga Teacher

As of May 2018, GDPR has brought in legal protection for personal information. This tells you what personal information I gather via my website and in person, why I do this, and what your rights are. Name/Identity: Louise O'Neill, 07775 593457, Manchester, England Website: www.yogacurve.co.uk Data Controller Contact Details: As above

The Purpose of processing client data In order to give professional yoga classes I will need to gather and retain potentially sensitive information about your health. I will only use it to provide modified yoga postures which I will offer to you during class or a 1-1 session.

What information I hold and what I do with it

In order to give professional yoga classes I will need to ask for and keep information about your health. I will only use this for informing the yoga practice I teach you. The information to be held is: 1) Your contact details 2) Medical history and other health-related information which I will take from you via an online health questionnaire. If you are not happy to do this, the information can be taken at the first class you attend (paper copy).

I will NOT share your information with anyone else (other than what is required for legal process) without explaining why it is necessary, and getting your explicit consent.

How long I retain your information for

I will keep your information for the following period of 7 years after the last class attendance as required by my insurance.

Your data will not be transferred outside the EU without your consent.

Protecting your personal data I am committed to ensuring that your personal data is secure. In order to prevent unauthorised access or disclosure, I have put in place appropriate technical, physical and managerial procedures to safeguard and secure the information we collect from you. I will contact you using the contact preferences you give me.

Your Rights GDPR gives you the following rights:

•*The right to be informed: To know how your information will be held and used (according to this notice).*

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- The right of access: To see your yoga teacher's records of your personal information, so you know what is held about you and can verify it.*
 - The right to rectification: To tell your yoga teacher to make changes to your personal information if it is incorrect or incomplete.*

- The right to erasure (also called "the right to be forgotten"): For you to request your yoga teacher to erase any information they hold about you.*

- The right to restrict processing of personal data: You have the right to request limits on how your yoga teacher uses your personal information*

- The right to data portability: under certain circumstances you can request a copy of personal information held electronically so you can reuse it in other systems.*

- The right to object: To be able to tell your yoga teacher you don't want them to use certain parts of your information, or only to use it for certain purposes.*

- Rights in relation to automated decision-making and profiling.*

- The right to lodge a complaint with the Information Commissioner's Office:
- To be able to complain to the ICO if you feel your details are not correct, if they are not being used in a way that you have given permission for, or if they are being stored when they don't have to be.

Full details of your rights can be found at <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>.

If you wish to exercise any of these rights, please use the contact details given above.

If you are dissatisfied with the response you can complain to the Information Commissioner's Office; their contact details are at: www.ico.org.uk

Please note:

- If you don't agree to your yoga teacher keeping records of information about you or if you don't allow them to use the information in the way they need to for classes, your yoga teacher may not be able to teach you.
- Your yoga teacher has to keep your records of classes for a certain period as described above, which may mean that even if you ask them to erase any details about you, they might have to keep these details until after that period has passed
- Your yoga teacher can move their records between their computers and IT systems, as long as your details are protected from being seen by others without your permission.