

# Teresa4Yoga

## Data Protection Policy

20 March 2018

All information contained in the Yoga Class Health Questionnaire and any information I gather as a result of one to one consultations with clients is for my use only to ensure I can contact you when necessary and that I am aware of any health or medical conditions that I need to take into consideration in classes or to give you the best advice or healing in one to one consultations.

This information is stored in a locked filing cabinet at my home and not available to anyone other than myself or given out to any third parties. All information is treated as confidential.

After 2 years of non-attendance at classes, workshops or as a private client this information is destroyed. The information held is available to you anytime within a month upon request. You have the right to complain to the Information Commissioners Office if you think there is a problem with the way I am handling your data.

I will ask for your consent to send you information about classes, newsletters and opportunities pertaining to my business by email. Emails sent to class participants are always sent securely using bcc so your email details are not available or visible to any third party. I do not give out any of your contact information. You can unsubscribe to these emails at any time by replying with unsubscribe in the subject line.

A list containing your mobile phone number and emergency contact number are kept out of sight in a secure folder in my bag during yoga classes, so that they are immediately available to me should an emergency occur or should I need to contact you with short notice of changes to class arrangements. These are not available to any third parties or ever in view by others. You can request that I don't keep this information to hand at any time. I would request that you keep me informed of any changes in your mobile number or emergency contact number.

For any queries about this policy contact Teresa Keast 07876254518