

## ***Horizon Yoga Privacy Notice***

At Horizon Yoga we take our responsibilities under the Data Protection Act (1998) and the General Data Protection Regulation or GDPR (which becomes law in May 2018) very seriously.

Data is all information collected, processed and retained about persons within the EU (regardless of that person's citizenship). Personal Data is any information relating to an identified or identifiable person. This includes name and contact details (such as email address and/or phone number).

Enquiries: If you enquire about our classes or other services we will reply using your method of communication or other method you ask use to use. We will ask if we may add your name and email address to our mailing list to receive our Newsletter and information about other events and services we offer. You will only be added to the list with your written consent. (This may be by email, completing the web site "Opt In" form or text).

Clients attending classes or other activities: are asked to complete a Personal and Health Information Questionnaire. (PandHQ). PandHQs are completed on paper and stored in a secure, locked cabinet. They are not scanned or held in electronic format.

Personal information is your name, date of birth and your choice of ways we may contact you. Your name and phone number may be held on a password protected mobile phone. Your email address will be held on a password protected laptop p.c.

Health information is a checklist of medical conditions with the option to give further information about them or any other health information you think relevant. This is the information we need to ensure you come to the classes (and other services we offer) that are most appropriate for you. The questionnaire asks you to tell us how we may use the information you give. This is called "consent". You are asked to give your consent by ticking yes or no for each way we ask to use the information. We will not use your information in any way you have not given consent for. You can withdraw your consent from any of these uses at any time.

We collect data from you:

- in order to give you the best advice regarding which of our classes and other services are most suited to you, based on the information you give us.
- To comply with the requirements of our insurance providers.
- To protect your vital interests. This means by having the information needed to provide appropriate teaching and content in classes and to have some background knowledge about your health in the event that you become unwell whilst on the premises.

Data About Children and Under 16s: A parent or legal guardian must also sign the P&HQ.

Children 11 and under. All contact will be to the parent or guardian. No contact will be made directly with the child without the parent or guardian's knowledge.

Age 11 – 16. Contact will be to the young person by their chosen method.

Your information may be shared with another teacher when they cover a class you take.

If it is a single class we will ask if we can give your name.

If it is for a block or continuous series of classes we will ask if we can give the teacher your chosen method of contact and visual access to your P&HQ if they request it.

We require all teachers ensure their record keeping is GDPR compliant.

You have the right to see or request a copy of your PandHQ.

Your request can be verbal or in writing – by text, email or on paper. If your request is verbal you will be asked to follow this with a written request to the Data Controller, Anne Ledbetter.

Requests, Complaints and Contact Information:

If you have a concern or wish to make a complaint about the way your personal data has been used it should be made to the Data Controller, Anne Ledbetter. You can write, email or use our voicemail service:

Horizon Yoga

7c&d Church Street

Dronfield, Derbyshire S18

email: [horizon@horizonyoga.co.uk](mailto:horizon@horizonyoga.co.uk)

Phone: 01246 488038 (voicemail, please leave a message and your call will be returned)