

# **iYoga Privacy Policy**

Your privacy is important to us and we take our responsibility regarding the security of your personal information very seriously.

This policy explains the way that we collect, use and store your data.

## **What we store and why**

When you enrol for classes you are asked to complete a paper Registration Form which contains the following information:

Name, address, email, telephone number, emergency contact name and telephone number and details of any medical conditions or injuries. We need to know about your general health and medical history so we can teach you safely. Your contact details may be required in the rare event we have to let you know about a last minute class cancellation.

If you indicate on the form that you wish to receive regular newsletters about classes and events at the iYoga Centre your name and email address will be added to the mailing list and stored electronically. It will be used to email you iYoga News. You can unsubscribe from iYoga News at any time by clicking “unsubscribe” at the bottom of the email and your details will be removed from the database.

## **Where it is stored?**

Your Registration Form is stored in a locked cabinet at the iYoga Centre. Your name and email address for the mailing list is stored on a personal computer.

## **How long is it held?**

If you do not attend classes for at least a year your details will be removed from the mailing list and your Student Registration Form will be destroyed.

## **Will my data be shared?**

No. We do not share or process any of your personal data with any third party.

## ***Photography***

*Please be aware photographs may be taken during classes/workshops for the purpose of sharing on social media and our website. This is solely for marketing purposes. However, we will always seek permission beforehand and you can request to be excluded. Photographs are stored digitally on a personal computer.*