

## **DATA PROTECTION POLICY**

### **Version 2**

**Date approved by directors:** 23 January 2024

**Review:** Annually

**Next review date:** January 2025

Warwickshire Iyengar Yoga CIC (WIYCIC) collects a small amount of personal information for health and safety and research reasons. In line with the GDPR Act (2016) the legal basis on which we keep and process personal information is on the grounds of 'legitimate interests'.

### **1. Health Assessment forms**

This is a form for new students asking people to be aware of their health conditions and to keep teachers informed of any changes.

The forms ask for name, email address, telephone number, emergency contact name and number and signature.

There is an opt in check box to receive information about events.

There is an opt in check box to be included in an occasional wellbeing survey so that we can monitor the impact that Iyengar Yoga is having on students' physical and mental health.

The forms are paper and once recorded electronically are destroyed. Information will be removed after one year for students who no longer attend classes.

### **2. Mailing**

We ask new students for their permission to send our monthly Newsletters. They can unsubscribe at any time.

### **3. Card payments**

Card payments are handled through a Zettle handheld terminal and are subject to the data encryption and privacy of Zettle.

### **4. Third parties**

We do not share information with people or organisations outside Warwickshire Iyengar Yoga.

## **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us by emailing [iyengar.yoga@yahoo.co.uk](mailto:iyengar.yoga@yahoo.co.uk) or by calling 07385 920525 if you wish to make a request.

## How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us by contacting:

**Name:** Celia Tudor-Evans

**Role:** Director WIYCIC

**Tel:** 07815 714088

**Email:** [celiatevans@gmail.com](mailto:celiatevans@gmail.com)

**Address:**

15 Ambassador Court  
42-44 Kenilworth Road  
Leamington Spa  
CV32 6JF