

**DATA PROTECTION POLICY****Version 3****Date approved by directors:** 28 January 2025**Review:** Annually**Next review date:** January 2026

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 to tell us of any health conditions and emergency contact details. We ask students to keep us informed of any changes to these.

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

We ask for:

- name
- email address
- telephone number
- emergency contact name and number
- signature
- health condition/s and medication

There is an opt-in check box to:

- receive our newsletter which contains information about any changes to classes, term dates and events and anything else they should know.
- 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 and report back to any funders.

**2. Electronic mailing**

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

**3. Class booking system**

Class bookings are done on-line. The system requires an email address so booking confirmation can be sent. A phone number is also required in case a class has to be cancelled at very short notice and we need to contact

students.

#### **4. Third parties**

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

#### **5. Cookies**

Our website does not use Cookies.

### **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 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