

Me Time Yoga

Privacy Statement – May 2018

Me Time Yoga and Treatments is the trading name of Jen Geering

Information Commissioners Office Registration:

Information held

- Enquiries from non customers – message, name and email address – received via our website or by email - held for up to a year, and used to answer query and follow up.
- Mailing list – name and email address - populated by people who attend class, or opting in on an enquiry form. People completing a health declaration are added to the mailing list so they can be kept in touch with class information, but all mailings have opt out link – indefinitely, but opt out link on each mailing. Held by my email provider (RoundCube Webmail) and my mailing list email system: MailChimp.
- Health and registration forms from students - name, contact details/date of birth and health information – completed via our website or in class - used for class management/holistic therapy treatments, and held for at least seven years for insurance purposes.
- Attendance registers – data collected in class - used for class management, and held for at least seven years for insurance purposes.
- Notes on classes and sessions - data collected in class - used for class management, and held for at least seven years for insurance purposes.
- Emails – sent from clients and non clients. Important messages are saved in our filing system, otherwise emails retained for up to two years.
- Payment data, excluding card information which we do not receive at any time. Received via accounting and banking systems, and saved for at least seven years for accounting and tax obligations.
- Website cookies set automatically by our software. We do not knowingly access these or pass to third parties.
- Except where required by law, we do not share data with third parties or sell contact lists.
- Information held by Me Time Yoga and Treatments is accessed by staff working for Me Time Yoga and Treatments, and contractors working on Me Time Yoga and Treatments' IT, and may be shared, on a need to basis, with other teachers at Me Time Yoga and Treatments, eg if you are attending their class, or they are covering a class.

Your Rights

GDPR gives you the following rights:

- The right to be informed:
To know how your information will be held and used (this notice).
- The right of access:
To see my records of your personal information, so you know what is held about you and can verify it.
- The right to rectification:
To tell me to make changes to your personal information if it is incorrect or incomplete.
- The right to erasure (also called "the right to be forgotten"):

For you to request I erase any information I hold about you.

- The right to restrict processing of personal data:

You have the right to request limits on how your therapist uses your personal information.

- The right to data portability:

Under certain circumstances you can request a copy of personal information held electronically so you can reuse it in other systems.

- The right to object:

To be able to tell me you don't want me to use certain parts of your information, or only to use if for certain purposes.

- Rights in relation to automated decision-making and profiling.

- The right to lodge a complaint with the Information Commissioner's Office:

To be able to complain to the ICO if you feel your details are not correct, if they are not being used in a way you have given permission for, or if they are being stored when they don't have to be.

Full details of your rights can be found at www.ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights

If you wish to exercise any of these rights, please use the contact details given above. If you are dissatisfied with the response you can complain to the Information Commissioner's Office; their contact details are at: www.ico.org.uk

My Rights

Please note:

- **If you don't agree to me keeping records of information about you in the way I have explained I may not be able to work with you.**
- **I am required to keep your Personal Information Form for a certain period of time as described above, which may mean even if you ask me to erase these I might have to keep them until that period has passed.**

For queries about Data Protection, please contact hello@makingmetime.com