

**Data Protection Policy**

**Yoga on Tay**

Review

Frequency of review: 1 Year
Next review date: May 2019

**Contents**

[Data Protection Policy Statement 3](#_Toc506973692)

[Subject Access Requests 3](#_Toc506973693)

[Yoga on Tay Contact Details 3](#_Toc506973694)

[Purpose and objectives 4](#_Toc506973695)

[Scope 4](#_Toc506973696)

[Security of Personal Data 5](#_Toc506973697)

[Records Management 5](#_Toc506973698)

Data Protection Policy Statement

Yoga-on-Tay is committed to compliance with the General Data Protection Regulations and takes seriously the responsibility of handling personal information. To this end Yoga-on-Tay will ensure that all appropriate procedures are in place, so that all personal data obtained, held or used by Yoga-on-Tay is protected and managed in accordance with GDPR.

Subject Access Requests

All subject access requests should be made in writing to Yoga-on-Tay (at the email address or postal address below).

Data subjects’ rights include being informed whether their information is being processed by Yoga-on-Tay; being provided with a description of what information Yoga-on-Tay holds about them; preventing processing in certain circumstances; and correcting, blocking or erasing incorrect information.

Yoga-on-Tay-will not make a charge for responding to subject access requests.

Data subjects must prove their identity. Responses will be made within one month.

Yoga on Tay Contact Details

Website: [www.yogaontay.com](http://www.yogaontay.com)

Email: yogaontay@gmail.com

Please see website for postal address.

Purpose and objectives

This policy forms part of Yoga-on-Tay’s commitment to the safeguarding of personal data processed by its members. (Processing has a very broad definition, and includes activities such as creating, storing, consulting, amending, disclosing and destroying data.) Its objectives are:

* To help owners, teachers and administrative support at Yoga-on-Tay recognise personal data
* To help them understand their rights and obligations with respect to personal data.

Yoga-on-Tay processes the personal data of people who are making use of or deliver our services (attending and booking yoga classes and private lessons, and people who rent our space, and teachers). This processing is regulated by the General Data Protection Regulations

Scope

The policy applies to the owners, teachers and administrative support at Yoga-on-Tay. It relates to their storage and processing of personal data on personal computers and also relates to paper files and records created for the purposes of conducting Yoga-on-Tay activities.

Security of Personal Data

Owners, teachers and administrative support at Yoga-on-Tay processing personal data should ensure that any data they are using is secure and that appropriate measures are taken to prevent unauthorised access, disclosure and loss.

Yoga-on-Tay records containing personal data should only be shared with other teachers as necessary (in most cases that is the completion of the registration form and health declaration – and any additional information about specific needs/issues relevant to the safe and wholesome practice of yoga).

Personal data of Yoga-on-Tay customers and teachers should only be stored in paper records, or on the systems provided by Yoga-on-Tay for a specific purpose (the Glofox booking system and Mailchimp mailing list – both password protected, and passwords never shared with third parties). Teachers always need to check out of Glofox and the computer after their class. The only other digital storage of personal data of Yoga-on-Tay customers will be on the owners’ computer, in password protected files.

Manual personal data should be stored in a secure location.

Personal data will be securely destroyed when no longer required, with consideration for the format of the data.

Personal data must not be disclosed unlawfully to any third party.

All losses of personal data must be reported immediately (within 24 hours) to the owners of Yoga-on-Tay.

Records Management

Records in all formats containing personal data must be created, stored and disposed of when no longer required. While in use, they must be authentic, reliable and usable, and capable of speedy and efficient retrieval.

Paper records will be maintained for all registrations, and organised files kept securely on the premises to allow teachers access to students’ records as may be necessary. New registration records will be filed securely as soon as practicable.

Paper registration files must be retained for no longer than necessary in the context of accessing or delivering services: where students, teachers or other users have not attended or booked classes for over 2 years, or taught classes or rented our space for a period of over 3 years, their personal data (both held on paper, digitally or on the booking system) will be destroyed securely.

(The latter does not apply to the Mailchimp mailing list, as this consists of OPT-IN subscribers only, and from which anyone can unsubscribe at any time).