

## **Lunatree Yoga Privacy Notice**

### **Our contact details**

Name: Sarah Stacey

Address: 82 Spring Lane Colden Common Winchester SO21 1SB

Phone Number: 07810547597

E-mail: sarah@lunatreeyoga.com

### **What type of information we have**

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Health information

### **How we get the information and why we have it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- When you complete a Lunatree Yoga registration form for contact details and health information.
- When you subscribe to receive news and updates from our website
- Attendance registers - data collected in class - used for class management.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting sarah@lunatreeyoga.com

### **What we do with the information we have**

We use the information that you have given us in order to:

- Contact you with news and updates about our services
- Contact you with cancellations or changes to class times
- For classroom management

We will not share this information with anyone else, except where required by law.

## How we store your information

Your information is securely stored in hard copy or online within the EU. We keep your information while you are a client of Lunatree Yoga and for 7 years for insurance purposes. We will then dispose your information by shredding paper copies and permanently deleting digital information.

## 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 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 information in certain circumstances.

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

**Your right to data portability** - You have the right to ask that we transfer the 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 at [sarah@lunatreeyoga.com](mailto:sarah@lunatreeyoga.com) if you wish to make a request.

## How to complain

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113