

Jackie JJC Yoga Privacy Policy

Jackie JJC Yoga is committed to complying with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Looking after your personal information is very important, and it is important that you are confident that your personal data is kept safely and securely.

The following is to help you understand:

- How and why Jackie JJC Yoga collects information from you.
- With whom Jackie JJC Yoga shares your information, why, and on what basis.
- Your rights.

If changes are made to this notice, you will be updated.

Summary

- Your personal data is only collected for legitimate reasons regarding the booking of yoga classes, safe teaching of those classes, and any legal/insurance requirements pertaining to those classes.
- Your data, whether in hard or soft copy, will be held securely, and kept updated.
- Your data will only be shared in the case of an emergency, or for insurance/legal reasons.
- Third parties (e.g. Bookwhen, Mailchimp, NearYou, social media platforms) are only engaged in order to facilitate booking classes. Your data is subject to these third parties' privacy policies, which can be found on their websites.
- Jackie JJC Yoga will never sell your data.
- You have the right to be removed from any mailing lists at any time.

When is your personal data collected?

- When you create an account via <https://jackiejjcycyoga.bookwhen.com>.
- When you attend classes.
- When you complete a Health & Emergency Contact Form.
- When you engage with Jackie JJC Yoga on social media.
- When you contact Jackie JJC Yoga by any means with queries.
- When you choose to complete any feedback requests or surveys.
- Please be aware that some venues may have CCTV systems operating for security reasons. These systems may record your image during your visit and are subject to the Privacy Policy of that venue.

What data is collected and how is it used?

Data Protection says that your personal data can be collected and used only when there is a proper reason to do so, namely:

- **Contract** – Your personal information is held in order to fulfill a contractual arrangement e.g. to book a class.
- **Consent** – Where you agree to your information being used.
- **Legitimate Interests** – This allows Jackie JJC Yoga to provide you with the best products and services in the most secure and appropriate way.
- **Legal Obligation** – Where there is statutory or other legal requirement to share the information e.g. in the case of any health emergency, insurance claim, or legal proceedings.

Third party services

- Bookwhen.com. Your data stored on Bookwhen.com is stored in the UK via Bookwhen's secure cloud database and is subject to the Bookwhen privacy policy, which is GDPR compliant.
- Mailchimp.com. Your data stored on Mailchimp is securely stored, both physically and virtually, and is subject to Mailchimp's privacy policy, which is GDPR compliant.
- Beechwood Communications, trading as "NearYou". Your data may be held outside the EEA. Full details can be found on their website.
- Social Media. Any interaction on social media platforms is subject to the privacy policy of that platform.

Data storage

All data held by Jackie JJC Yoga will be stored in the UK. Hard copies are stored in a locked compartment and digital data is password protected.

Data Retention

The length of time that documentation is retained is determined by a number of factors, including the purpose for which that information is used and obligations under law.

Personal information may be needed to establish, bring or defend legal claims and is therefore retained for 7 years after the date that it is no longer needed. If an accident report has been raised, information would be sent to the British Wheel of Yoga where it would be held securely in compliance with GDPR regulations. In the case of an insurance claim, information would be shared with Blue Fin Insurance and subject to their privacy regulations.

Your rights

You have the following rights under the GDPR:

Right to access – You have the right to request information about the personal data held on you at any time.

Right to portability – You have the right to get a copy of your personal data transferred to you or to another party. This only includes the personal data that you have submitted to us.

Right to rectification – You have the right to request rectification of your personal data if the information is incorrect or incomplete.

Right to erasure – You have the right to erase any personal data at any time except for the following situations:

- There is an ongoing dispute, insurance claim or legal action
- You have payment outstanding, regardless of the payment method
- Necessary minimal information required for book-keeping purposes