

Privacy Policy – last updated on: 7/5/18

Protecting your personal details on the GuildfordYoga website.

GuildfordYoga is a trading name associated with Luci Phipps, a yoga teacher based in Guildford, Surrey. I understand that you care how your personal information is used and shared and appreciate your trust in me to do so carefully and sensibly. This notice describes my Privacy Policy.

By visiting my website www.guildfordyoga.co.uk or by emailing me at guildfordyoga@yahoo.co.uk or luci@guildfordyoga.co.uk you are accepting and consenting to the practices set out in the Privacy Policy.

I believe that it is important to protect your personal data (as defined in the Data Protection Act 1998 and the GDPR) in a way that protects your privacy. This document explains how I collect your personal data, what kind of information I keep and what I will and will not do with it.

1. Collecting Data

- 1.1 I collect and store the following information about my pupils and clients: Names, Email Addresses and mobile phone numbers.
- 1.2 This data is collected when you attend a GuildfordYoga class, via the class register that you are requested to complete, or when you email me directly via either of the addresses listed above requesting information.
- 1.3 You are offered the opportunity to refuse to provide your email address or mobile phone number if you so wish. In which case, no data is about you is collected.
- 1.4 I do not collect or use any other information about you from any other sources.

2. Data Storage and Data Protection

- 2.1 I store your personal data on my email account, Yahoo Mail and also on a bulk email service called MailChimp in password protected list format.
- 2.2 You are given the opportunity to unsubscribe from this list at anytime.
- 2.3 I store the mobile phone numbers of my private clients on my mobile phone for personal communication purposes.
- 2.4 I do not store or use the mobile phone numbers of group class pupils electronically on a routine basis. The information is stored in written form only on the class registers.
- 2.5 I will not disclose your personal data to any third party.

3. Data Use

- 3.1 I collect your names so that I can address you personally in class and via personal email correspondence, I do not use your names for bulk marketing communications.
- 3.2 I use your email addresses for marketing purposes so that I can update you regarding changes to the class timetable as and when necessary.
- 3.3 Your mobile phone numbers are used for personal one-to-one communication to arrange/cancel classes and not used routinely for bulk communication.
- 3.4 Your personal data is updated routinely as/when you request a change.

4. Cookies – Google Analytics

- 4.1 These cookies are used to collect information anonymously about how visitors use the GuildfordYoga website so that I can improve the site from time to time.