

# Halcyon Yoga Privacy Policy

This Privacy Policy explains what personal information Halcyon Yoga collects and how it handles this information, to ensure that an individual's rights are protected.

**Halcyon Yoga is a sole trader-ship and is committed to meeting its obligations under the General Data Protection Regulations 'GDPR' and ensuring the privacy and security of all personal information.**

## Personal Information

### What information do we collect?

When you make an enquiry or reservation with Halcyon Yoga, we may ask you to provide certain personal information including your full name, email address, home address, contact number.

When you visit the Halcyon Yoga website, you can opt to receive information about events and classes etc. by giving the same contact details as above.

When you book to attend a class or workshop with Halcyon Yoga, you will be asked to complete a 'New Student Questionnaire'. You are asked to provide your contact details; name, email address, home postal address, contact numbers, an emergency contact and contact number and information about any previous relevant experience, including asking for any particular relevant areas of interest you have and relevant health information. You are also given the option to state that you do not wish to declare medical information and to leave any question blank which you do not wish to answer.

### What is your information used for?

Your information may be used for the following purposes:

In the normal course of the business, to allow us to contact you when we need to correspond generally and to allow us to manage your booking on the basis that processing is necessary in order to provide our services to you.

To communicate with you to keep you updated, including sending you information about any Halcyon Yoga services, events, classes, workshops, retreats products and services which we think may be of interest to you. You will be able to opt-out of such communications at any time by replying to request that you are removed from our database.

The information you choose to give on your 'New Student Questionnaire' form may be used to plan more effectively and tailor our services to suit your own personal needs and interests and to provide a safe service.

To validate your information to check that the data we hold about you is accurate, consistent and up to date on the basis that processing is necessary in order to provide you with our services.

We shall periodically check that the personal data we store for you is accurate

## Is your information shared with anyone else?

Halcyon Yoga does not share your information with anyone else. The information and data we collect is important for Halcyon Yoga and we would not want to share this with anyone else. Unless we have your express consent, we will never disclose, rent, trade or sell your personal data to any third parties for their marketing or mailing purposes.

## How is your information stored?

Your contact details including your full name, email address, home postal address, contact numbers, an emergency contact and contact number and the date you first received services from Halcyon Yoga is stored securely electronically.

The additional information you included on your 'New Student Questionnaire' form including any previous relevant experience, any particular relevant areas of interest you have and relevant health information only exists on the original paper form and is stored securely in the office of Halcyon Yoga at 171 Kimbolton Road, Bedford, MK41 8DS.