



Data Protection Privacy Policy

I, Jo Welch of Ananda Yoga collect personal information about students, clients and professional contacts (“you”, “your”) and want to be open and transparent as to the types of information I collect, why I collect it and how I use it.

The data controller of your information is Jo Welch (“I” “me”, or “my”) a sole trader operating under the business name “Ananda Yoga”.

I will ensure your information is used and stored in accordance with the Data Protection Act (1998), the Privacy and Electronic Communications Regulations (2003) and the EU General Data Protection Regulations (2018)

If you have any questions or concerns about my collection or use of your personal information, then please contact me using the contact details provided under the “Contact details” heading at the end of this notice.

The type of personal information I collect and process and why

I may collect personal information by asking you to fill in hard copy forms and documents or by corresponding with you by phone, e-mail, letter or otherwise or during face to face meetings with you.

Information I may collect about you:	Why I collect this and how I may use it:
Your contact details (including your name, phone number(s) and email address(es))	To respond to any correspondence or enquiries from you. To contact you in order to inform you about yoga classes, workshops and other services which may be of interest to you. To keep a register of who attended classes or events To communicate any updates to you including any changes to classes, times or prices. To contact you in order to request and receive your feedback about Ananda Yoga.
Information about your background and physical or mental health or other conditions.	In order to tailor the service and advice I offer you, it is helpful to know about current or previous health issues which may affect the suitability of instruction I offer.
Details of contact that we have had (classes, 1:1 sessions, meetings, discussions and documentation, recommendations, referrals and quotes).	To allow me to provide a professional service to you and to contact you with information about other services that I think you may be interested in. For my financial records (where relevant).
Feedback and information you provide.	To review your feedback and experience with me so that I can improve my services for you and for other clients.

Your consent to me collecting and processing your personal data

I can only collect and process your personal data with your explicit consent. You may choose not to provide me with this consent or to withdraw it at any time. However, please note that if you do not

provide me with your explicit consent to process your personal data, this may affect my ability to provide you with an appropriate service.

Sharing your data

I will never sell, rent or trade your personal data with any third parties. I will only share your data with third parties with your prior consent.

Your data protection rights

You have the following data protection rights:

- to access, correct, update or request deletion of your personal information.
- to object to the processing of your personal information, ask me to restrict processing of your personal information or request portability of your personal information.
- to opt-out of marketing communications I send you at any time.
- to withdraw your consent to me collecting or processing your personal information at any time. Withdrawing your consent will not affect the lawfulness of any processing I conducted prior to your withdrawal, nor will it affect processing of your personal information conducted in reliance on lawful processing grounds other than consent.
- to complain to a data protection authority about the collection and use of your personal information.

I will respond to any requests received from individuals wishing to exercise their data protection rights in accordance with applicable data protection laws.

Data storage and retention

I will store your personal data securely using suitable physical and electronic procedures to safeguard your data and personal information. Information provided in confidence will only be used for the purposes advised and consented to by you, unless it is required or permitted by the law.

I will only keep your information as long as I have an ongoing legitimate need to do so, for example:

- to provide you with a service you have requested me to provide
- to satisfy legal obligations.

When I no longer have any ongoing need to process your personal information, I will delete, destroy or securely store your personal information and isolate it from any further processing.

Updates to this policy

I may change or update this policy in order to maintain my compliance with applicable law and regulation or following an update to internal practices.

Contact details

If you would like to contact me in relation to this policy or if you have any other questions in respect of the processing of your personal information, please contact:

Jo Welch at jo.ananda@outlook.com.