# GDPR Privacy & Data Protection information Alma Ayurveda & Yoga's measures for yoga.

Alma Ayurveda & Yoga is committed to ensuring that your privacy is protected. This privacy policy sets out how Alma Ayurveda & Yoga uses and protects any information that you give via paper-forms, electronically - the website, email phone, or via post. Alma Ayurveda & Yoga may amend this policy in line with GDPR – be sure to refer back to this policy to ensure that you are happy with any changes. This policy is effective from February 2025.

## What data do we collect:

- name and title
- date of birth
- contact information including email address and phone number.
- demographic information address.
- other information relevant to customers including surveys, feedback forms, interest in events and/or offers.
- personal information including health and medical condition and history, and medical treatment.

### What does Alma Ayurveda & Yoga do with this information -:

- The information is collected in order to provide a safe and high-quality service.
- For internal record keeping.
- To improve our products and services.
- We may periodically send promotional emails about new classes, events, special offers or other information which we think you may find interesting using the email address provided. Permissions to do so are requested and to be authorized on the 'AA&Y Yoga Health Questionnaire' before attending any classes. This is only from Alma Ayurveda & Yoga, no third parties.
- We may also use your information to contact you regarding your class, booking or for market research purposes. We may contact you by email, phone, or text message. We may use the information to customise our offering and the website according to your interests. This does not include third parties.

#### **Security**

• It is our priority to ensure that your information is secure. We put into place all appropriate security measures in order to safeguard the information collected. All paper documents are stored securely in a locked, fire-proof filing cabinet at the premises of Alma Ayurveda & Yoga, the cabinet is only accessible by Kim Robinson. All emails directed to Kim Robinson through <a href="kim@almaayurveda.co.uk">kim@almaayurveda.co.uk</a> are private and confidential; these are accessed by laptop and or mobile phone, both of which are password protected. Electronic material is stored on a hard-drive database on a locked password protected laptop accessible by Kim Robinson of Alma Ayurveda & Yoga; this is not saved on a server or cloud-based product. This is backed up on an external password-protected hard-drive for additional safety; this is kept in the locked, fire-proof filing cabinet. All personal information and records are confined to use by Kim Robinson at Alma Ayurveda & Yoga and will not be used by anyone except this teacher, unless requested and approved by the client in the case of a medical situation or required by law. Your information is kept for the duration of time that you attend classes at Alma Ayurveda & Yoga, and for 3 years after the final class you attend. After which the data will be destroyed securely. No data is sold to marketing companies or other third parties.

#### Website

There are no tracking cookies nor links to external resources on the website. Our ISP (IONOS) keeps records of your IP address, which page you looked at, and when. There are only two pages - yoga or ayurveda. We will not share any information.





# **Controlling your personal information**

- You may change your preferences regarding how you receive information from us at any time; please email <a href="mailto:kim@almayurveda.co.uk">kim@almayurveda.co.uk</a>
- We will not sell, distribute or lease your personal information to third parties.
- You may request to see your data which is held, at any time; please contact Kim Robinson via email on <a href="mailto:kim@almaayurveda.co.uk">kim@almaayurveda.co.uk</a> or write to Kim Robinson, Alma Ayurveda & Yoga, 112 Upgate, Louth, Lincs, LN11 9HG.
- If you believe that any of your information that we are holding is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly make the stipulated amendments.



