



PRIVACY STATEMENT

Yoga Scotland has legitimate interests to hold and process your personal information as part of your membership subscription.

This privacy statement explains how we collect, use, process and disclose your information, including personal information, relating to your Yoga Scotland membership, Yoga Scotland services and use of the Yoga Scotland website and payment services.

When this statement mentions 'Yoga Scotland', 'we', 'us' or 'our' it refers to the charity Yoga Scotland that is responsible for your information under the Privacy Statement (the 'Data Controller').

1. Information We Collect.

1.1 Information You Give to Us.

We ask for and collect the following personal information about you when you join Yoga Scotland. This information is necessary for us to provide you with a range of services including membership and training. Without it we may not be able to provide you with all the services you require.

- **Membership information.** When you join Yoga Scotland, we require certain information such as your first name, last name, postal address, email address and telephone number.
- **Training Course Applications.** When you apply for a Yoga Scotland training course, we ask for a range of information such as your first name, last name, postal address, email address, telephone numbers, date of birth and occupation (if any). We also ask for details of your yoga history, such as the courses and classes you attend or have attended, your course tutors and teachers, your personal yoga practice and any relevant qualifications you hold. Additionally we ask some questions about your general health, medical history and medications to help tutors devise suitable modifications that may benefit your practice.
- **Payment Information.** For refunds we may require you to provide certain financial information (like your bank account details).

1.2 Information You Choose to Give to Us.

You may choose to provide us with additional personal information to improve your experience of a course, training day or general membership.

- **Surveys.** We occasionally ask members to complete surveys with their feedback on Yoga Scotland services or on yoga-related issues.
- **Evaluation and feedback forms.** We ask course participants and students to complete evaluations as part of their course.

This information is important to us to improve and develop our services to you.

2. How We Use the Information We Collect

We use, store and process information, including personal information, about you to provide, understand, improve and develop Yoga Scotland's services in the following areas.

- Providing membership services including insurance for teaching members.
- Providing training and workshops
- Sending you information about Yoga Scotland, yoga events and yoga-related issues
- Resolving any complaints or disputes

We will share teachers' and student teachers' names and membership numbers with the appointed insurance company to provide teaching insurance.

We will not share your information with external organisations for marketing purposes.

3. How Long We Keep Your Information

We keep your information as long as is necessary for the purpose(s) we collected it for. This varies depending on the type of information, legal requirements or other justifications permitted by the General Data Protection Regulation (GDPR). We have a Data Retention Policy which sets out retention periods. You can access the Data Retention Policy on the Yoga Scotland website.

4. Access to your information and correction

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please email maria@yogascotland.org.uk or write to us at the following address, Yoga Scotland, 6 Southwick Road, Dalbeattie, DG5 4BS. We may make a small charge for this service.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

5. Security and Data Breaches

Yoga Scotland ensures that appropriate security measures are taken to prevent unlawful and unauthorised processing of personal data, and against accidental loss of personal data. Yoga Scotland maintains data security by protecting the confidentiality, integrity and availability (for authorised purposes) of personal data, as follows:

- (a) Confidentiality is maintained by ensuring that only people who are authorised to use the data can access it.
- (b) Integrity means that personal data should be accurate and suitable for the purpose for which it is processed.
- (c) Availability means that authorised users should be able to access the data if they need it for authorised purposes.

In the event of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data, Yoga Scotland shall promptly assess the risk to people's rights and freedoms and if appropriate report this breach to the Information Commissioner's Office (ICO).

6. Website usage and cookies

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity.

For further information visit www.aboutcookies.org or www.allaboutcookies.org.

You can set your browser not to accept cookies and the above websites tell you how to remove cookies from your browser. However in a few cases some of our website features may not function as a result.

6.1 Other websites

Our website contains links to other websites. This privacy policy only applies to this website so when you link to other websites you should read their own privacy policies.

6. Changes to our privacy statement

We keep our privacy statement under regular review and we will place any updates on this web page. This privacy statement was last updated on 7th March, 2019.

How to contact us

Please contact us if you have any questions about our privacy statement or information we hold about you by email: maria@yogascotland.org.uk, by post: 6 Southwick Road, Dalbeattie, Kirkcudbrightshire, DG5 4BS

Other contacts

Information Commissioner's Office (UK)
Wycliffe House,
Water Lane, Wimslow,
Cheshire SK9 5AF

Yoga Scotland is registered as the governing body for yoga in Scotland by Sport Scotland, and is a charity organisation SCO47418.