



## **RETENTION STATEMENT**

This retention statement outlines the length of time that Yoga Scotland keeps 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 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.

### **2. 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).

#### **2.1. Retention Periods**

These are the maximum periods that we will keep the following information:

Member	Information	Retention Period
Teacher	CPD (Continuing Professional Development) Records	2-year maximum
Teacher	OGT (On Going Training) Feedback	4-year maximum
Student	Application and Reference Forms	7-year maximum
Student Teacher	External Teaching Practice Reports	4-year maximum

Recruitment applications for unsuccessful candidates will be kept for a maximum period of 6-months. For successful candidates, applications and references will be retained for the duration of their employment with us.

### **3. How to contact us**

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 your personal information, please email or write to us at the following address, Yoga Scotland, 18 East Camus Road, Edinburgh, EH10 6RE. 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.

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