

Circle-Yoga, Circle-Life Privacy Notice

Our contact details

Contact details for Circle-Yoga, Circle-Life

www.circle-yoga.co.uk

Debbie Wilkins

debbiecirlce-life@gmail.com

0794 880 4031

What type of information we have

Most of the personal information we process is provided to us directly by you for one of the following reasons:

1. You have made an enquiry to us
2. You have signed a contract with us
3. You have made a complaint
4. You wish to attend, or have attended, an event
5. You subscribe to the e-newsletter.

How we get the information and why we do we have it

We gather information at classes, retreats or workshops using forms

We gather information via our website

Information is transferred to a computer database for marketing purposes or to provide you with information that you have requested or which we think may be relevant to a subject in which you have demonstrated an interest;

We gain your consent to process your information, you may withdraw consent at any time either through the unsubscribe button on our emails or by emailing us

What we do with the information

To initiate and complete commercial transactions with you, or the entity that you represent, for the purchase of products and/or services;

To fulfill a contract that we have entered into with you or with the entity that you represent;

To ensure the security and safe operation of our websites and underlying business infrastructure, and

To manage any communication between you and us

We do not share any information outside the EU

How we store your information

Circle-Yoga / Circle-Life is a UK-domiciled organisation.

Our payment processors and banking arrangements are based in the UK

We operate a data retention policy in respect of all data, whether paper-based or digital and those aspects of it which relate to personal data are contained in the table above

Information is transferred from paper forms to computer, the forms are shredded within 1 month

Information stored on computers is password protected

Your data protection rights

As a data subject whose personal information we hold, you have certain rights. If you wish to exercise any of these rights, please contact us via our web-form at www.circle-yoga.co.uk.

In order to process your request, we will contact you and ask you to provide two valid forms of identification for verification purposes.

You are not required to pay any charge for exercising your rights. We have one month to respond to you.

We will inform you if answering requests is likely to require additional time or incurs unreasonable expense (which you may have to meet). We will explain if there are exceptional circumstances that mean we can refuse to provide the information.

How to complain

Should you feel unsatisfied with our handling of your data, or about any complaint that you have made to us about our handling of your data, you are entitled to escalate your complaint to a supervisory authority within the European Union. For the United Kingdom, this is the Information Commissioner's Office (ICO), who is also our lead supervisory authority. Its contact information can be found at <https://ico.org.uk/global/contact-us/>

Circle-Yoga, Circle-Life Organisation Privacy Notice

Our contact details

Name: Debbie Wilkins

Address: Dunstable, Bedfordshire

Phone Number: 0794 880 4031

E-mail: debbiecirlce-life@gmail.com

What type of information we have

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)

How we get the information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- We collate your information for marketing, i.e. inclusion on e-newsletter

We also receive personal information indirectly, from the following sources in the following scenarios:

- We collate your phone number from social marketing if you contact us initially, this is used to contact you about classes, workshops or retreats. This is kept for 6 months and then erased.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting debbiecirlce-life@gmail.com

(b) We have a contractual obligation.

(c) We need it to perform a public task.

(d) We have a legitimate interest.

What we do with the information we have

We use the information that you have given us in order to add your name to our e-newsletter.

To call you if the class, workshop or retreat is cancelled.

We may do not share this information with other organisations.

How we store your information

Your information is securely stored on computer.

We keep emails for one month in paper form before transferring the information to computer. We will then dispose your information by shredding.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal data in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at debbiecirclelife@gmail.com 0794 880 4031 if you wish to make a request.

How to complain

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Helpline number: 0303 123 1113