



One Yoga Privacy Policy

Thank you for choosing One Yoga for your yoga instruction. This policy explains the collection, use and storage of any data you provide to One Yoga in attending the sessions or completing online forms. We take your privacy seriously and never sell email addresses, phone numbers or any other data.

THE BASICS

What is One Yoga?

One Yoga is the name given to the Yoga and Therapy business owned by Jane Golabek as a sole trader. Services provided include yoga classes (group and one to one classes), mindfulness courses, psychoeducation workshops, and psychological therapy. One Yoga communicates about its business via Facebook (www.facebook.com/1yogauk) and the website www.1yoga.co.uk.

Changes to this policy

This policy may need to be updated from time to time. The most recent version of this policy is shown in the version number at the bottom of this document. All updates and changes are effective immediately upon notice, which may be given by any means including posting an updated version on the website.

Scope

This policy is effective with respect to any data collected by One Yoga about and / or from you.

Questions and Concerns

If you have any questions or comments you can contact us using the contact form on the website or by emailing us at jane@1yoga.co.uk.

You can also ask to change, update or delete any or all of the information we hold about you at any time, using the same means.

YOUR INFORMATION

Collection of information

Information about you, including your name, contact details and medical history is collected when you register for any service provided by One Yoga. For services provided under Mamaste at One Yoga, you will also be asked about information relating to your children (including name, age etc). Financial information is not collected by One Yoga. Card payments are made using iZettle and you are urged to visit the relevant privacy policy (<https://www.izettle.com/gb/help/topics/487539-security-privacy/articles>) if you make payments by card to One Yoga.

Use and Disclosure of Information

The information you provide is used for the following purposes;



- To ensure the quality and safety of the service you receive. For example, information about your medical history and previous yoga practice will be used by your instructor to ensure that you practise in a manner that is safe for you and your baby. Information about your mental health and lifestyle will be used to ensure that therapies you receive are safe and as effective as possible.
- To inform you about offers, updates and news relating to One Yoga. At times, information may be sent to promote other related businesses, such as other yoga teachers and studios, other health professionals and health-related products.
- To remind you about appointments and events you may have booked with One Yoga.
- To meet legal requirements, including complying with court orders and other appropriate legal mechanisms.
- To respond to lawful requests by public authorities, including to meet national security or law enforcement requirements.

Third Party Websites

Our website includes social media features such as the Facebook Like and Share buttons. These features may collect information about your IP address and which page you are visiting on the website, and they may set a cookie to make sure the feature functions properly. Social media features are hosted by a third party or directly on our website. We also maintain a presence on Facebook, Twitter and Instagram. Any information, communications, or materials you submit to us via social media platform is done at your own risk without any expectation or privacy. One Yoga cannot control the actions of other users of these platforms or the actions of the platforms themselves. Your interactions with those features and platforms are governed by the privacy policy of the companies that provide them.

Links to Third Party Websites

At times, the One Yoga website may include links to others websites, whose privacy practised may be different from ours. If you submit Personal Information to any of those sites, your information is governed by their privacy policies. We encourage you to carefully read the privacy policy of any website you visit.

Third Parties

Your information will only be shared with third parties in the rare situation in which this is required in order to prevent harm from coming to yourself or others, or in which you disclose that a crime has occurred. In this situation, information may be shared with your health providers, police or emergency services and One Yoga will endeavour to inform you and gain verbal consent for this whenever possible, before this information is shared.

Your information will not be shared or sold with third parties for the purposes of advertising or marketing.



SECURITY

Notice of Breach of Security

If a security breach causes an unauthorised intrusion into our systems that materially affects you then One Yoga will notify you as soon as possible and report the action we took in response.

Safeguarding Your Information

One Yoga takes reasonable and appropriate measures to ensure that your data is protected against loss, misuse, unauthorised access, disclosure, alteration and destruction.

Information collected on paper registration forms is stored in a locked, fire-proof filing cabinet at the residence of the business owner. One Yoga uses MailChimp (www.mailchimp.com) to store contact information. The MailChimp account requires a username and login known only to the business owner, Jane Golabek. Personal information and photos may also be stored securely on the cloud account for the business owner, Jane Golabek, access to which requires a username and password.

All devices used for the business of One Yoga are protected by Kaspersky AntiVirus software which is regularly updated.

Accuracy and Retention of Data

One Yoga does their best to ensure that your data is accurate and up to date. You may be contacted at times to ask for any updates that may be needed to your data, but it remains your responsibility to inform One Yoga if any information held by the business changes or requires updating. You can do this via the contact form on the website or by emailing jane@1yoga.co.uk.

Your information will be held for as long as you continue to use services provided by One Yoga. Information may also be retained to comply with our legal obligations.

Access

You may request the information held by One Yoga about you (and your baby) at any time. We will provide this information to you within 30 days of the request. You can make requests for access, or to correct, amend or delete information we hold about you by using the contact form on the website or by emailing jane@1yoga.co.uk. Unless prohibited by law, we will remove all personal information about you (and your baby) from our systems at your request. There is no charge for you to update, access or delete your information.