

## Data Privacy Notice

### Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into their possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

### Who are we?

The Board of Trustees of YogaMobility is the data controller. This means it decides how your personal data is processed and for what purposes.

### How do we process your personal data?

The Board of Trustees of YogaMobility complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes:

- To enable us to provide a yoga based practice as specified in our articles
- To enable our tutors to adapt a class, being aware of individual difficulties/needs
- To administer class records and to maintain our own accounts and records (including the processing of gift aid applications)
- To fundraise and promote the interests of the charity
- To manage the tutors and volunteers
- To inform you of news, events, activities and classes being run by YogaMobility
- To contact individuals via surveys to conduct research about their opinions of current services or of potential new services that may be offered.

### What are the legal bases for processing your personal data?

- **Explicit consent:** so that we can keep you informed about news, events, activities and services, consult you about our services and process your gift aid donations.
- **Contract:** processing necessary for the preparation for or performance of a contract.
- **Legitimate interest:** we process some information in order to be able to carry out the essential functions of the charity's work e.g. class lists, health information, fundraising.
- **Legal obligation:** for compliance with a legal obligation laid down by UK or EU law.

### Sharing your personal data

Personal data will be treated as strictly confidential and will only be shared with other members of YogaMobility in order to carry out the purposes listed above. We will only share your data with third parties outside of YogaMobility with your explicit consent or if legally required to.

## **How long do we keep your personal data?**

We keep data in line with Charity Commission, HMRC and any other relevant legal requirements. Specifically, we retain gift aid declarations and all financial records for 7 years after the calendar year to which they relate. Minutes must be kept whilst the charity is still in existence. Records relating to class members, tutors, trustees and volunteers will be kept whilst they are still involved with the organisation and for up to 1 year afterwards unless any legislation or insurance requirements dictate otherwise.

No personal data will be retained for longer than absolutely necessary; such necessity will be reviewed annually.

## **Your rights and your personal data**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of any personal data which YogaMobility holds about you
- The right to request that the Board of trustees of YogaMobility corrects any personal data if it is found to be inaccurate or out of date
- The right to request your personal data is erased where it is no longer necessary for YogaMobility to retain it
- The right to withdraw your consent to the processing at any time
- The right to request that YogaMobility provide you with your personal data and where possible, to transmit that data directly to another data controller (the right to data portability)
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing
- The right to object to the processing of personal data
- The right to lodge a complaint with the Information Commissioners Office.

## **Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

## **Contact Details**

To exercise all relevant rights, queries of complaints please in the first instance contact any of the Trustees either in person or via [info@yogamobility.org](mailto:info@yogamobility.org)

You can contact the Information Commissioners Office on 0303 123 111, via their on-line contact page <https://ico.org.uk/global/contact-us/contact-us-public> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.