

## **Privacy Policy**

This policy sets out the terms on which I process any personal data that you provide to me or that I collect from you. I may update this policy from time to time. By using my site, you consent to such processing and warrant that all data provided by you is accurate.

For the purpose of the UK data protection legislation, the data controller is Kelsey Ansbro Yoga, 2 Petley Place, Tain, IV19 1BX.

### **Information you give us or that we collect from you.**

This is information:

- that you supply to me by subscribing on my website to our news and other communications (which may include your name and email address);
- that you supply to me by corresponding with me (including by phone, e-mail, on social media messenger apps or in person);

In order to ensure that your information is kept accurate and up to date, please inform me of any changes to your information.

### **Uses made of the information**

I use the information described above: to provide relevant information or services to you; to ensure your health and safety in classes; and/or for internal operations and research purposes, to enhance the services I provide.

I do not share this information with any third party except:

- third-party electronic system providers that I use in the course of our business, as set out below (see Where I store your personal data); and/or
- to the extent required by law or regulation.

Any data you give me or that I collect from you will be kept for a period of 6 years after you have corresponded with me, or after you stop regularly attending any of my yoga offerings, unless extended retention is required for legitimate business purposes or by applicable law.

### **Where I store your personal data**

The information that I collect from you will be transferred to, and stored at, destinations inside the European Economic Area (“**EEA**”), or in the United States under the EU-US Privacy Shield Framework. I store electronic documents in third - party data centre servers located in the USA. Contact data is stored in a paper filing system, which is kept in a secure location. We use a third -party automated email marketing service to send out communications to our subscriber list, which holds subscriber database data on servers in the United States. To the extent that we may engage in financial transactions with you, information will be stored on the servers of a third-party provider of accounts services hosted in the United States.

Unfortunately, the transmission of information via the internet is not completely secure. Although I will do my best to protect your personal data, I cannot guarantee the security of your data transmitted to my site; any transmission is at your own risk. Once I have received your information, I will use strict procedures and security features to try to prevent unauthorised access.

### **Other websites**

Our website may, from time to time, contain links to other websites. We are not responsible for the privacy policies of such other websites and advise you to read the privacy policies of each website you visit which collects personal information.

### **Your Rights**

You have the right to request access to information I hold about you, and to request that I delete or rectify such information, or transfer it to another person. You also have the right to ask me not to process your personal data for marketing purposes. Any such enquiry or request should be sent to [kelseyansbroyoga@gmail.com](mailto:kelseyansbroyoga@gmail.com).

If you think your data has been misused by Kelsey Ansbro Yoga, please contact me at [kelseyansbroyoga@gmail.com](mailto:kelseyansbroyoga@gmail.com) to discuss. If you are unhappy with our response or if you need any advice you should contact the Information Commissioner's Office (ICO). ICO helpline, telephone: 0303 123 1113.

Any queries or requests regarding this policy should be sent [kelseyansbroyoga@gmail.com](mailto:kelseyansbroyoga@gmail.com).