



ACROYOGA
COLLECTIVE

ACROYOGA AND DANCE COMBINED



PRIVACY POLICY

OUR GDPR POLICY

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1. ABOUT OUR GDPR

On this page we set out why we collect information, what we do with information and what your rights are. Personal information or data is any information that can be used to identify you as an individual. This privacy statement explains how AcroYoga Collective ("we", "our", "us") collects, uses and shares your personal data, and your rights in relation to the personal data we hold. This privacy notice concerns our processing of personal data of past, present and prospective clients ("you", "your"). Our privacy policies are in line with the changes to data protection regulations (GDPR) that came into force on 25th May 2018.

AcroYoga Collective is committed to protecting your privacy and compliance with all relevant legislation, including the **General Data Protection Regulation (GDPR)**, where this applies to EU citizens, in addition to the ePrivacy Directive (implemented in the UK as the Privacy and Electronic Communications Regulations) and other applicable legislation.

This Privacy Policy covers our treatment of information that is gathered by our website and during the course of the deployment and provision of AcroYoga Collective services. This Policy does not apply to information collected by third party websites and services.

A. **Data Controller**

AcroYoga Collective is the data controller of your personal data and is subject to the Data Protection Act 1998 ("DPA") and to the General Data Protection Regulation (the "GDPR").



2. WHAT PERSONAL INFORMATION WE COLLECT AND HOW WE COLLECT IT

A. **Contact Details:**

You may give us your Contact Details by subscribing to our mailing list on our website, through an existing business relationship with your company, or through the course of research or surveys conducted in the deployment of AcroYoga Collective services. This information could also be collected directly from you through your interaction with AcroYoga Collective in the course of business, or from you when you make any other requests. This will include information such as:

- Your phone number
- Email address
- Contact preferences (for marketing purposes)

B. **Financial Details:**

Where we need to pay you or your organisation for space hire, equipment hire etc. we may need to collect your financial details in order to facilitate this. Generally, this will include:

- Bank name and sort code
- Bank account number

C. **AcroYoga Collective will only use your information for the following purposes:**

- To send you emails about classes, workshops, intensives, coaching, festivals, retreats
- To send you confirmation about bookings, receipts
- To send you invoices and agreements
- Process payments due to you

D. **Cookies**

Through our website we are serving cookies. The information we gather includes, sitename and unique user ID. This data will be securely stored on our websites database.

3. HOW WE KEEP YOUR DETAILS SECURE

All data collected will be stored safely in the AcroYoga Collective Google Drive and on our website server, Wix, both of which is only accessible to Robert Keates and Julie Havelund-Willett. We may also store your personal data where we need to comply with a legal obligation. This will include processing data for Health and Safety Assessments. To determine the appropriate retention period for personal data, we consider the amount, nature and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means. We will never share your information with any third party

A. **Any controls users have over any of this:**

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

i. **Consent:**

This applies where you have given us consent to the processing. Typically, this will include where you have provided information to us, such as when you have given us consent to send marketing information to you. We will take active steps to collect your consent or to ensure our clients have collected it. Where you have given consent, you have the right to withdraw consent to marketing at any time by contacting us or opting-out. You can revoke your consent and you have the right to be forgotten. If you revoke your consent, AcroYoga Collective will stop collecting or processing your personal data. If you revoke your consent, AcroYoga Collective may be unable to provide contracted products or services to you, and you can not hold us responsible for that. Likewise, if you properly request to be forgotten, AcroYoga Collective will delete the data we have for you, or make it inaccessible. If there is a dispute regarding your personal data, you can contact AcroYoga Collective at hello@acroyogacollective.com. If we are unable to resolve an issue, you will provide an independent service to arbitrate a resolution. If you have any questions regarding your rights or privacy, you can contact the email address provided. For more information, see the section on your Legal Rights, (section 3b).

ii. **Performance of a contract:**

We may also process your data for the performance of a contract we have with you or your organisation.



3b. YOUR LEGAL RIGHTS

Under certain circumstances, you have rights under the GDPR in relation to your personal data, upon request:

- Request access to your personal data (commonly known as a “data subject access request”). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
- Request correction of the personal data that we hold about you. This enables you to have any incomplete or inaccurate data we hold about you corrected, though we may need to verify the accuracy of the new data you provide to us.
- Request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have successfully exercised your right to object to processing (see below), where we may have processed your information unlawfully.
- Request the transfer of your personal data to you. We will provide to you, or a third party you have chosen your personal data.
- Object to processing of your personal data where you feel it impacts on your fundamental rights and freedoms, by contacting us to inform us of this.
- Opt-out from any processing in the following situations:
 - The right to opt-out from marketing communications or newsletters we may send to you. You should exercise this by contacting us at hello@acroyogacollective or replying to the marketing email you received with [OPT OUT].

4. COMPLAINTS

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues. We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please contact us in the first instance.

5. CHANGES TO THE PRIVACY POLICY AND YOUR DUTY TO INFORM US OF CHANGES

We keep our Privacy Policy under regular review. This version was last updated in April 2020. It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us.



*Robert Keates
and
Julie Havelund-Willett*



HELLO@ACROYOGACOLLECTIVE.COM