**PRIVACY POLICY**

Grampian Yoga Association has legitimate interests to hold and process your personal information as part of your membership subscription. Grampian Yoga Association respects the privacy of our members and visitors to our website. This policy is concerned with how we collect information, what we do with it and what controls you have. We take our duty to process your personal data very seriously. This policy explains how we collect, manage, use and protect your personal data.

All information gathered by GYA either verbally, on paper or by email is treated as confidential. If you grant permission, it is kept securely electronically in password protected files. The information is only viewed by members of the GYA Committee. If you do not wish to renew your membership after one year, your details will be immediately removed from the electronic membership database and email list. Your information will never be forwarded to any other organisation without your written consent.

If you wish to alter any of your data, review how it is used or wish to request its return to you, please contact any member of the GYA Committee by email at gyaseminar@outlook.com or call 07429 349382.

**How GYA use your contact information**

When joining GYA, you will be asked to complete a membership form and sign your consent for GYA to contact you by phone, text or email. For teachers, this consent also refers to class information and contact details provided which are then displayed on the GYA website, [www.grampianyoga.org.uk](http://www.grampianyoga.org.uk)

**Who are we?**

In this policy references to Grampian Yoga Association (GYA) are to the Grampian Yoga Association, a registered non-profit making charity in Scotland SC016624.

**GYA mailing list**

On your GYA membership form, we will collect basic personal data about you like your name, postal address, telephone number, email address and qualifications and class information from teachers. This information is required to enable us to contact you with information on upcoming GYA yoga events/seminars/summer classes and an annual newsletter. We will also contact you with copies of documents from our annual AGM including Minutes, Trustees Report and Treasurers Report. From time to time we will pass on information on other yoga events being held within the Grampian area.

**How we obtain your details**

Your details are obtained from your completed GYA membership form as stated above.

If you wish to talk to us about anything in the policy or the information we hold about you please contact us by email at gyaseminar@outlook.com or contact any of our Committee members details of whom can be found on our website.

**Other websites**

Our website contains links to other websites. This privacy policy only applies to this website so when you link to other websites you should read their own privacy policies.

**Your Rights**

Data Protection Law means that you have extensive rights regarding the collection, storage and use of your data.

Under the GDPR (General Data Protection Regulation) you have the following rights as an individual regarding your data:

1. The right to be informed
2. The right of access
3. The right to rectification
4. The right to erasure
5. The right to restrict processing
6. The right to data portability
7. The right to object
8. Rights in relation to automated decision making and profiling

**How to contact us**

Please contact us if you have any questions about our privacy statement or information we hold about you by email: gyaseminar@outlook.com or by post to Grampian Yoga Association, c/o 22 Glen Gardens, Dyce, Aberdeen AB21 7FD

If you would like to find out more about these rights, or if you would like to report a breach of them then you can contact the ICO.

[**https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/**](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/) or call their helpline o 0303 123 1113

Further contact details for the ICO can be found here:  **https://ico.org.uk/global/contact-us/helpline/**

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