

## **Private Policy - My Still Point compliance with the General Data Protection Requirement**

### **How I manage your Data:**

At the time of registering for your first yoga class, when attending a workshop, a Reiki course or Reiki therapy sessions, students/clients are asked to complete a health form. Health information is useful to tailor sessions for your needs for Dru Yoga classes & Meditations and to offer more care and comfort when receiving Reiki therapy.

These health forms are the standard forms used for all clients/students and are an insurance requirement.

I ask for Names and contact details of the individual, emergency contact, date and signature to say that the information given is correct.

The health information given by students will only be shared with a 3rd party in the case of class cover. The 3rd party will be a qualified and insured yoga instructor and be compliant with GDPR.

The health questions relate to your physical, mental and emotional health at the time of registering and help me tailor made yoga & meditation classes better and offer workshops and Reiki therapy to suit you as an individual and the group. Reiki is non diagnostic. Please always refer to your medical consultant for any diagnosis you may need.

### **Storage of Students/Clients health forms.**

To fulfil legal obligations, students/clients' data will be stored securely in a locked filing box, when they are not in use at class or during a session. I am the only key holder to this and nobody else has access to it.

### **Archived forms.**

As per my insurance and auditing terms students/clients' forms are kept for 7 years from the date of the last class/session attended and they are seen as archived forms, put in a file with the date of archiving written on the front and stored in the filing box as above.

### **Destruction of out of date forms.**

Once the archived notes have reached the 7 years mark they are destroyed, ripped and burnt.

### **Electronic record keeping**

All student health notes are kept on paper. I do not make or store any student data electronically, all my notes are handwritten and not typed. If a student has emailed me their health-form I have printed it out, then deleted the original file. Communications via social media is archived in the social media platform unless you request for this to be deleted.

I keep electronic student contact details. This is for our information only and for the purposes of sending emails to advise of yoga & meditation classes and terms, last minute cancellations, Reiki courses, Reiki workshops and in the future for those students/clients wanting to receive newsletters as mentioned above, they will be used solely for this purpose and never shared with other organisations.

### **Access to data & communications**

A student can request access to their notes at any time and to be removed at any time from the mailing list and cease communications with me either by email or text or use the "unsubscribe" function on the newsletter itself. You can email me directly at [daniela@mystillpoint.co.uk](mailto:daniela@mystillpoint.co.uk) to advise of your wish to not receive notifications from My Still Point at any given time.

I communicate with my students/clients via mobile through calls or texts for the sole scope of informing them of classes, confirming, cancelling, reminding of yoga and Reiki sessions. When Students stop coming to My Still Point classes or finish their Reiki sessions (if few sessions were booked) I cease storing their details on my phone and delete their contact details from my email contacts. Sometimes such students are also my friends; in which cases, their detail contacts remain stored on my phone or on my email contacts.

Often students for yoga and clients for Reiki sessions or for Reiki courses enquire by email and I reply by email, these emails are kept only if necessary, details are not added to a database and NEVER shared with third parties.