**Kevin Jones Yoga and Pilates**

**DATA PROTECTION POLICY**

1. **INFORMATION HELD**

**Kevin Jones Yoga and Pilates hold the following personal data of clients attending classes:**

1. **Names**
2. **E mail address**

**The data will be stored on a Microsoft Excel Spreadsheet on a secure laptop which is kept in a secure location.**

**This personal data will be held only by Kevin Jones.**

**Kevin Jones will not share this personal data with any other class attendee or any external organisation or individual.**

1. **INDIVIDUALS RIGHTS and ACCESS REQUESTS**

**Kevin Jones will ensure that the following rights for individuals are observed:**

1. **The right to be informed about what data is being kept.**
2. **The right to have their data amended.**
3. **The right to have their data deleted.**

**Any of the above can be achieved by the person requiring the request contacting Kevin Jones in person, by E mail or by telephone and making the specific request. The request will be actioned as soon as possible, usually within 3 days and no longer than 28 days.**

1. **CONSENT**

**Consent for Kevin Jones to hold data will be given freely, specific, informed and unambiguous. There will be a positive ‘ opt-in ‘.**

**Consent will not be inferred or assumed.**

**This data will be obtained directly from the individuals themselves.**

**Revision 01. May 2018.**