

## GDPR Privacy Policy

As your Exercise to Music Movement teacher, I am committed to protecting your privacy. This privacy policy sets out how I use and protect any information that you give me.

### **Your personal data.**

As an attendee of my classes, I will collect, store and use the personal data that you provide me so I can effectively manage my classes and ensure you are kept informed and safe. I may use your data to contact you with class updates and wider exercise related opportunities I think you may be interested in.

I will use your data to keep me informed about any health or wider needs you have and need to consider whilst delivering your class/es. If you have provided me with emergency contact details I will use this data when required. Some of the data that I collect from you is 'specialist category'. This includes (not exhaustively) any data relating to disabilities and health. I collect and use this data to enable me to tailor activities to your needs.

Unless you have given me separate written consent, I will cease to contact you 5 years after you stop attending my class/es. At this point I will also delete/destroy all personal data that I am legally not required to keep.

All data you provide to me is stored on a password protected device and/or locked away. The only exception to this rule is when I carry paper copies of your personal data to the class/es that you attend. I must do this so that I have your health needs and emergency contact details to hand should they be required.

### **Sharing your data.**

I will not share your personal data unless I am legally required to do so.

From time to time it may be appropriate to collate statistical analysis related to EXTEND and Medau Movement classes. All data provided for this purpose will be anonymised. This collection of statistics may be used for example to demonstrate the breadth of impact of EXTEND and Medau Movement.

### **How long your personal data is kept**

I will not keep your personal data for longer than is necessary either for its purposes or for any legitimate interest. I will normally keep your personal data throughout the period of time that I provide exercise classes for you and afterwards for a period of 5 years.

I will store any personal data linked to financial records for a 6 year period. HM Revenue and Customs (HMRC) have the right to inspect financial information relating to the previous 6 years and require all trading entities to keep financial records for this length of time.

Unless you have given me separate written consent, I will cease to contact you 5 years after you stop attending my class/es.

### **Your rights concerning any personal data I collect and process about you**

You may request to see details of personal data that I hold about you or withdraw your consent at any time.

You can ask me to correct any mistakes or update your information that I hold.

If you would like to do this, please:

Email, call or write to me (using the contact details below)

Let me have enough information to identify you, and

Let me know the information that is incorrect and what it should be replaced with

You can contact me by phone on 07949 055958 or [exercisewithtracy@gmail.com](mailto:exercisewithtracy@gmail.com)

In order to deliver my classes I would like to collect and use your personal data (information) to keep you updated about my classes and to keep me informed about any health or other needs may you have that I may need to consider whilst delivering your class/es.

Please note: Medau Movement and EMD UK have a separate Privacy Policy for membership to these organisations.

This policy relates specifically to the EXTEND and Medau movement classes delivered by Tracy Levy.

If you are happy for me to collect and store your personal data please tick here

Your name..... Date.....

If you have any concerns about my information rights practices you can raise them at [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns) or by calling 0303 123 1113