

Chudography Yoga Teacher Training

Data Protection Policy

Purpose

The purpose of this policy is to explain how Chudography collects, stores, uses and protects personal information relating to students, applicants, tutors and guest teachers in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Chudography is committed to handling all personal information responsibly, securely and with respect for individual privacy.

Chudography Principle

At Chudography, we believe that trust is built through respect.

Students share personal information with us so that we can provide a safe, supportive and well organised learning experience. We recognise that this information belongs to the individual and should always be treated with care, confidentiality and integrity.

Our commitment is not simply to meet our legal responsibilities, but to protect the trust that students place in us throughout their learning journey.

1. Information We Collect

During the application and training process, Chudography may collect information including:

- 1.1. Contact details.
- 1.2. Emergency contact information.
- 1.3. Health questionnaire information relevant to participation.
- 1.4. Course applications.
- 1.5. Attendance records.
- 1.6. Assessment records.
- 1.7. Progress review notes.
- 1.8. Payment information.
- 1.9. Correspondence relating to the course.
- 1.10. Photography or media consent preferences.
- 1.11. Only information that is relevant to the administration and delivery of the course will be collected.

2. How Information Is Used

Personal information may be used to:

- 2.1. Process course applications.
- 2.2. Communicate with students.
- 2.3. Deliver and administer the training programme.
- 2.4. Monitor attendance and progression.
- 2.5. Conduct assessments and maintain certification records.
- 2.6. Respond to emergencies where appropriate.
- 2.7. Meet legal or regulatory obligations.
- 2.8. Personal information will never be sold or shared for marketing purposes without the individual's consent.

3. Storage and Security

- 3.1. Chudography takes reasonable steps to protect personal information from loss, unauthorised access or misuse.
- 3.2. Information may be stored securely in paper or electronic format.
- 3.3. Access will be limited to those who require the information for legitimate course administration or delivery.

4. Sharing Information

Personal information will only be shared where:

- 4.1. The individual has given their consent.
- 4.2. It is necessary for the administration of the training.
- 4.3. Disclosure is required by law.
- 4.4. There is a safeguarding or serious safety concern.
- 4.5. Where information needs to be shared, only the minimum necessary information will be disclosed.

5. Student Rights

Students have the right to:

- 5.1. Request access to the personal information held about them.
- 5.2. Request correction of inaccurate information.
- 5.3. Request deletion of information where legally appropriate.
- 5.4. Withdraw consent where consent is the legal basis for processing.
- 5.5. Raise concerns regarding how their information is handled.
- 5.6. Requests should be made in writing to the Course Director.

6. Retention of Records

- 6.1. Student records will only be retained for as long as necessary to fulfil legal, regulatory or administrative requirements.
- 6.2. When information is no longer required, it will be securely destroyed or permanently deleted.

7. Responsibilities

Chudography is responsible for:

- 7.1. Collecting only information that is necessary.
- 7.2. Keeping records accurate and up to date.
- 7.3. Protecting personal information appropriately.
- 7.4. Respecting the privacy of students.
- 7.5. Complying with UK data protection legislation.

Students are responsible for:

- 7.6. Providing accurate information.
- 7.7. Informing Chudography of any significant changes to their personal details.
- 7.8. Respecting the confidentiality and privacy of information relating to fellow students.

8. Data Breaches

8.1. Any suspected data breach should be reported to the Course Director immediately.

8.2. Where appropriate, Chudography will investigate the incident and take any action required under UK GDPR, including notifying the Information Commissioner's Office (ICO) where legally required.

Review

This policy will be reviewed annually to ensure it remains compliant with current legislation and aligned with the values of Chudography.