



# Buteyko Breathing Association

## Privacy Notice

Buteyko Breathing Association, [www.buteykobreathing.org](http://www.buteykobreathing.org)

### Introduction

We are committed to ensuring that any personal data we hold about you is protected in accordance with data protection laws and is used in line with your expectations.

This privacy notice explains what personal data we collect, why we collect it, how we use it and how we protect it.

### What personal data do we collect

We collect personal data about you to maintain a record of members so we can contact members regarding membership, Study Days, AGM and to receive newsletters.

Personal details that we collect about you include:

- your name, profession, address, email, phone number, Buteyko Teaching Certificates and whether you have indicated that you have public liability insurance. We also keep any information relating to consent for use of personal data.

This information will be collected from you directly in the yearly membership renewal form.

### Why we collect this information and the legal basis for handling your data

We use personal data about you so we can contact members regarding membership, Study Days, AGM and to receive newsletters.

### Who we share your data with

We do not share your data with any third parties without your express permission. We display the personal details of members who have given permission to be listed on the public Buteyko Breathing Association website ([www.buteykobreathing.org](http://www.buteykobreathing.org)) under the 'Teachers' list. The particular details of the information displayed are dictated by the member and can be changed at any time by emailing [info@buteykobreathing.org](mailto:info@buteykobreathing.org)

### How do we protect your data

We protect unauthorised access to your personal data and prevent it from being lost, accidentally destroyed, misused, or disclosed by:

Paper documents and information are kept locked cabinets. Data stored electronically is password protected and laptop / computers have antivirus software installed.

### How long do we retain your data

We will delete / destroy any personal data if you leave the Buteyko Breathing Association. If you are not a member and you attend a Study Day then we will delete your details once all presentations and handouts have been shared and all monies owing have been paid. If you have given us permission to keep your details to contact you about further BBA Study Days or activities we will keep your contact details on file until you indicate otherwise.

### **Your rights with respect to your data**

You have the right to:

- request access, amend or correct your personal data
- request that we delete or stop processing your personal data
- request that we transfer your personal data to another person

If you wish to exercise any of these rights at any time or if you have any questions, comments or concerns about this privacy notice, or how we handle your data please contact the Membership Secretary, Corrine Ward, Buteyko Breathing Association at [info@buteykobreathing.org](mailto:info@buteykobreathing.org).

If you have continue to have concerns about the way your data is handled and remain dissatisfied after raising your concern with the Membership Secretary, Corrine Ward, Buteyko Breathing Association at [info@buteykobreathing.org](mailto:info@buteykobreathing.org).

You have the right to complain to the Information Commissioner Office (ICO). The ICO can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or [ico.org.uk/](http://ico.org.uk/)

### **Changes to this notice**

We keep this notice under regular review. The most up to date version can be found on our website at [www.buteykobreathing.org](http://www.buteykobreathing.org)

**Date created:** 16<sup>th</sup> May 2018