



Kids Love Yoga GDPR Policy

At Kids Love Yoga we take protecting data and privacy very seriously. Therefore, we have put a number of measures in place to ensure that our Instructors and other members of the team take the correct precautions here.

- All members of the team are responsible for knowing what data they are able to process and how to safely do so.
- All members of the team should act accordingly within the laws of data protection and each is responsible for keeping up to date with these rules.
- All documents that contain personal information, must be emailed to the recipient in a password protected document, with the password sent separately.
- Any emails that contain personal information must not be sent to internal or external email addresses, use child's initials.
- If further clarification is needed on a child's name when liaising with a school or internally, a phone call can be made to discuss this.
- When communicating internally and externally, any names of children must be abbreviated to their initials and if possible include their year group or class name for further clarification. No full names of children should be emailed.
- Documents such as registers which contain personal information, should be accessed electronically rather than using a paper document. This restricts the risks of this data being used by the wrong person.
- Any documents provided to Instructors in schools, such as a paper register, must be returned to a named person in school and left in a safe and secured area, agreed with by the school.
- Personal information about children and their families must not be shared with anyone, unless on a need to know basis for safeguarding purposes and only internally within Kids Love Yoga.

Updated: June 24

- Personal information regarding children and young people should not be stored anywhere for longer than is necessary. Kids Love Yoga will store historical registers for the purpose of promoting our organisation to parents and only with their consent, which is provided when parents submit their data.
- Passwords should never be shared with anyone.
- If personal data is lost or enters into the hands of the wrong person, the Instructor must make the Directors of Kids of Love aware immediately. They must seek advice on who to inform in the school and if possible make this person aware of this misplaced data immediately.
- Instructors must NEVER take photos of children unless they have permission to do so. This permission is stated on the class register. Any photos that are taken, must be emailed to info@kidsloveyoga.org.uk in a password protected document. They must then be deleted immediately from the Instructors device.

Thank you. If you have any questions or concerns about how we store, use and protect personal data and information, please contact info@kidsloveyoga.org.uk