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 those who have attended or have booked onto a Teaching Buteyko training module.

Personal details that we collect about you include:
- your name, profession, qualifications, address, email, phone number, Buteyko Teaching Certificates, invoice details, method of payment.

This information will be collected from you directly from your booking form when applying to attend the training module.
We may email you for additional information if required.

On the first day of the taught course we ask you to complete a health questionnaire. This is to assess for any contraindications and precautions to Buteyko. These forms are treated confidentially and will only be seen by the course tutors. These forms are destroyed 1 year after the taught component of the module has finished. The delay is so that pregnancy is covered.

If you contact us asking to be informed of future Buteyko Teacher Training courses or you request to join our mailing list we will keep your email address on our mailing list database until you ask us to remove your email by replying to one of our mailings or emailing teachingbuteyko@mail.com

Why we collect this information and the legal basis for handling your data
We use personal data about you so we can contact you regarding Buteyko Teacher training course, to support students through their pre and post course work and to keep a record of Buteyko qualifications gained so that queries regarding qualifications held can be answered. (Note: Confirmation of Buteyko Teaching Certificates may be required for eligibility to join the Buteyko Breathing Association).

Who we share your data with
On passing the Adult Buteyko Teaching Certificate we pass your personal contact details and qualification gained to the Buteyko Breathing Association (BBA) so the first years’ free membership can be activated. This will be discussed during the taught component of the module and the free first years’ membership to the BBA is also advertised on the Teaching Buteyko module information sheet and the Teaching Buteyko website www.teachingbuteyko.com. If you do not wish to join the BBA or you do not wish us to share your details with the BBA then you must let us know by speaking to one of the
tutors on the course or emailing teachingbuteyko@mail.com. Subsequent updates on further Buteyko Teaching Certificates gained will be passed on to the BBA.

On becoming a BBA member the BBA will also ask you if you wish to be listed on the public BBA website under the ‘Teachers’ list and, if so, what information you would like them to place on this public list. For information on the BBA data protection policy see www.buteykobreathing.org

We do not share your data with any other third parties without your express permission.

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 keep a paper record of name, Buteyko qualification and date the qualification was gained. This information is kept for 120 years so we can verify any queries regarding Buteyko qualifications held. This is kept securely in a locked cabinet.

We keep records of recent students contact data, their exam/case study submissions and all email communications on a secure password protected computer. These records are deleted 2 years after the taught component of the module.

Health questionnaires and paper application forms are destroyed 1 year after the taught component of the module has finished. The 1 year delay regarding health questionnaires is so that pregnancy is covered.

Mailing list emails are kept until we receive notification that the person wants their name removed from the mailing list. (Note: Teaching Buteyko emailed all those on their mailing from the email address cathmoffat@yahoo.co.uk on 8th May 2018 asking people to give express permission to remain on the mailing list. Those who did not grant permission were deleted from the mailing list).

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 teachingbuteyko@mail.com

If you have continue to have concerns about the way your data is handled and remain dissatisfied after raising your concern with teachingbuteyko@mail.com

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/
Cookies

We use cookies on our website www.teachingbuteyko.com Cookies are small pieces of data stored on a site visitor's browser, usually used to keep track of their movements and actions on a site. The website is created through Wix. Cookies are implemented in every site built by Wix. The table below shows which cookies Wix implements on Wix sites:

<table>
<thead>
<tr>
<th>Cookie name</th>
<th>Life span</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>svSession</td>
<td>Permanent</td>
<td>Creates activities and BI</td>
</tr>
<tr>
<td>Hs</td>
<td>Session</td>
<td>Security</td>
</tr>
<tr>
<td>incapac_ses_${Proxy-ID}_${Site-ID}</td>
<td>Session</td>
<td>Security</td>
</tr>
<tr>
<td>incapac_visid_${Proxy-ID}_${Site-ID}</td>
<td>Session</td>
<td>Security</td>
</tr>
<tr>
<td>nlbi_{ID}</td>
<td>Persistent cookie</td>
<td>Security</td>
</tr>
<tr>
<td>XSRF-TOKEN</td>
<td>Persistent cookie</td>
<td>Security</td>
</tr>
<tr>
<td>smSession</td>
<td>Two weeks</td>
<td>Identify logged in site members</td>
</tr>
</tbody>
</table>

Changes to this notice

We keep this notice under regular review. The most up to date version will be displayed on our website www.teachingbuteyko.com

Date created: 22nd May 2018