

## **HOLISTIC YOGA - Privacy Document**

### Your privacy

In order to give a good yoga treatment it is necessary, as a Satyananda Yoga teacher, that I document and compile a file of information relevant to your medical history and progress in the classes..

The organisation called WGBO makes this a legal requirement. Your personal file contains information about the state of your health and information about the methods of yoga postures, that I have observed and concluded via your performance in the classes..

In some instances, I may need to request necessary information needed for your treatment that originate from previous treatments given by another yoga therapist. This request will only be made after obtaining your explicit permission.

I am committed to doing everything in my power to protect the privacy of your information. This means that I will take care of the management of your personal and medical information. Furthermore, that I make sure that unauthorised people or organisation have no access to your information.

As your Yoga teacher, I am the only person who has the right of access to the information in your file and I am obliged by a legal and professional obligation to observe this.

The information in your file may in some situations, be used by other yoga teachers, for example when the yoga classes with me have been terminated, or in the case that I refer you to another yoga teacher or health professional. Other possible situations that may request sharing of your information may be:

- For purposes of observation in the case that another Yoga teacher takes over my Yoga classes during my absence.
- For anonymous use during an inter-collegial discussion, without using your name.
- A small amount of the information in your file will be used in relation to requirements of my financial and fiscal administration, for example that used on your invoice or in my accounting.

In all of the above mentioned cases and should any other reason demand that your information be used, I will not do so without first obtaining your explicit permission. The law requires that your file be kept for a period of 15 years, after which they will be shredded.

### Privacy and the Holistic Yoga invoice

The following personal information that could be required by your health insurance company is stated on the Holistic yoga invoice, given after a class has taken place:

- Your name, address and city of residence
- Your date of birth
- The date of your yoga class
- A short description of the treatment, in the case of Private yoga classes.
- The costs of the class(es)

This invoice may then be submitted to your health insurance company for remuneration.

Your agreement

City and date

Name

Signature