



# Privacy Policy

**Integrative Energy Psychotherapy – Dance Your Life - Tai Chi & Qigong for Women - Movement & Wellbeing Activities**

**Last updated: June 2026**

This Privacy Policy explains how I collect, use, and protect your personal information when you attend my tai chi classes, qigong sessions, dance workshops, or conscious/creative movement events.

I am committed to handling your information with care, transparency, and respect.

## 1. Who I am

**Data Controller:**

**Alda Gómez**

Tai Chi Instructor & Creative Movement Facilitator

Teignmouth, Devon, UK

**Email:** [alda@iepsychotherapy.com](mailto:alda@iepsychotherapy.com)

## 2. What information I collect

For movement classes and workshops, I may collect:

- Your name and contact details
- Emergency contact information
- Basic health or mobility information you choose to share (optional)
- Payment records (not card details)
- Email or message correspondence
- Workshop registration forms or online sign-ups

I do not collect detailed health histories for movement classes.

## 3. Why I collect your information

I collect this information in order to:

- Register you for classes or workshops
- Contact you about bookings, cancellations, or schedule changes
- Ensure your safety during movement activities
- Process payments
- Keep attendance records
- Respond to enquiries
- Meet legal and professional obligations

I do not use your information for marketing unless you explicitly opt in.

## 4. Lawful bases for processing your data

I process your information under:

- **Contract** – to provide classes or workshops you have booked
- **Legitimate Interests** – to manage my classes safely and effectively
- **Legal Obligation** – for financial and tax records
- **Vital Interests** – in rare emergencies where your safety is at risk
- **Consent** – for optional communications (e.g., newsletters)

## 5. How your information is stored

I store your information securely using:

- Password-protected, encrypted devices
- Two-factor authentication on accounts
- Locked storage for any paper records
- Secure email and cloud services

Only information necessary for running classes is kept.

## 6. Third-party services

To run my classes and workshops, I may use:

- Email provider
- Calendar and scheduling tools
- Payment processors (e.g., bank records)
- Website hosting and contact forms
- Cloud storage

These providers are GDPR-compliant and process data only under strict contractual terms.

Some may store data outside the UK; where this occurs, appropriate safeguards are in place.

## 7. How long I keep your information

- Class and workshop registrations: kept for 7 years
- Emails and messages: deleted once actioned
- Contact details: kept while you are an active student
- Financial records: kept for 7 years (HMRC requirement)
- Emergency contact details: kept only while you attend classes

After these periods, information is securely deleted.

## 8. Sharing your information

I will not share your information with anyone unless:

- You give explicit consent
- I am legally required to do so
- There is a serious risk of harm to you or someone else

Your information is never sold or used for advertising.

## **9. Your rights**

Under UK GDPR, you have the right to:

- Access your personal data (free of charge, within 1 month)
- Have inaccuracies corrected
- Request deletion of your data
- Restrict or object to processing
- Withdraw consent (where consent is the lawful basis)

I do not use automated decision-making or AI systems to make decisions about your participation.

## **10. If you have concerns or wish to complain**

If you have any concerns about how your data is handled or wish to complain, please contact me at: [alda@iepsychotherapy.com](mailto:alda@iepsychotherapy.com)

I will acknowledge your concern within 30 days and aim to resolve it promptly.

If you are not satisfied, you can contact the Information Commissioner's Office (ICO): <https://ico.org.uk/concerns/>

## **11. Updates to this policy**

This Privacy Policy may be updated from time to time. The most recent version will always be available on my website ([www.danceyourlife.com](http://www.danceyourlife.com)).