



PRIVACY POLICY

Beinspired is registered with the Office of Data Protection Authority in Guernsey and collects, stores and processes personal data in accordance with the current Data Protection (Bailiwick of Guernsey) Law 2017.

This document is the Privacy and Data Protection Notice of Beinspired. It explains what personal information is kept by the organisation, what it is used for, and how long it is kept.

1. Consent

When you provide your personal information in the course of completing a booking or a purchase through the Beinspired website or subscribing to our newsletter, you are providing your consent to collect that information and use it for that specific purpose.

2. Information collected and its use

The following data will be collected when you complete a booking or purchase through the Beinspired website:

- Full name
- Email address
- Phone number
- Address

These data will be used to save your booking and contact you regarding the event. These data may also be used for future events if permission has been given. If these data are collected during communication with Beinspired, they will only be used for the purpose of that communication and for any other purpose that permission has been given.

For some events, you may also need to provide the following data at the time of booking:

- Your emergency contact's name and number
- Details regarding your health and/or relevant medication
- Any other information you chose to disclose
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Beinspired keeps a record ("Reiki records") of all students who have undertaken Reiki attunements and the level(s) they have completed. This is done for the purposes of ensuring requirements are met for future attunements and to notify students about future attunements or Reiki-related events.

Your name and email address will also be collected and stored on Mailchimp when you sign up to receive emails from Beinspired (see further details below).

In some circumstances, Beinspired may access and use your name, email address and/or phone number to contact you directly.

The hotels/venues for Yoga & Wellbeing Retreats require that Beinspired provides the full names of attendees for their own booking systems. Each venue will have it's own data protection policies and you will need to contact them directly regarding this.

Beinspired does not collect your payment details. Payment is made through Stripe. You can read more about Stripe's privacy policy [here](#).

Your data will be used strictly for the purposes stated, and, unless required to do so by law, will not be shared, sold or distributed to any other third parties without your consent.



3. Storage and security of your personal data

Personal data is stored on Squarespace (the web-host of www.beinspiredby.co.uk) and is only accessed online by Beinspired's founder Emma Despres and assistant Katie Bisson. You can read about Squarespace's privacy policy [here](#).

Some personal data may be stored on Emma or Katie's personal computers in the form of spreadsheets and documents for the purposes of organising events.

The personal computers used to store these data are secured with passwords and reasonable precautions are taken to ensure any personal data are not inappropriately lost, misused, accessed, disclosed, altered or destroyed. However, data transmission over the internet is inherently insecure, and the security of data sent over the internet cannot be guaranteed. If we become aware of any breach of security of your data, we will inform you immediately.

Mailing services are provided by Mailchimp, where your name and email address will be stored and used if you have requested or consented to receiving newsletter emails from Beinspired. You can read more about Mailchimp's data security and privacy [here](#).

4. Accessing, updating or destroying information

Upon request, Beinspired can disclose, correct or update the information held about you. This can be done by emailing admin@beinspiredby.co.uk. You can withdraw your consent to the storage and use of your personal data at any time.

Personal data is stored for as long as necessary to perform the service which you requested or consented to, and for a period of time following that, which varies depending on circumstances and purposes. Data will not be held for more than 5 years, with the exception of "Reiki records" mentioned above in point 2, which may be held for longer.

5. Changes to policy

Beinspired reserves the right to modify this privacy policy at any time, so please review it frequently.

6. Contact

If you have any questions about this privacy policy, the use of your personal data or to access or update the information held about you, please email admin@beinspiredby.co.uk.