

## Terms and Conditions for Supply of Goods and Services

- 1. To attend an event I need to have received a signed Informed Consent and Liability Waiver Release form from the person who wishes to take part in the event.
- 2. To attend a class or event that I run at another studio or gym, I require the attendee to sign an Informed Consent and Liability Waiver Release form with such service provider where the class will take place.
- 3. I accept payments through my bank or through PayPal. I ask that people record the proof of payment for their records.
- 4. Attending a class or event that I run at another studio or gym will require the attendee to pay the service provider.
- 5. Where possible I request that training and other event fees are paid up front.
- 6. If there is payment plan arrangement set up, I will supply a receipt upon completion of payment.
- 7. All certificates for trainings will be issued once payments are complete.
- 8. I am unable to offer refunds to anyone who books onto an event and cannot come for any reason. In some cases I may agree to transfer the booking to another event.
- 9. I reserve the right to refuse admission to my events.
- 10. I reserve the right to ask anyone to leave my event without a refund if that person does not adhere to the Code of Conduct set out by myself.
- 11. I reserve the right to alter my tariff or amend/modify/discontinue events without prior notice to ensure that maximum standards of service and quality are met.
- 12. I reserve the right to work organically (within reason) with individuals in a group who enter into mind-and-body training contracts with me.
- 13. In the unlikely event of having to cancel an event, I will make every effort to notify you using the contact details you have volunteered to me.
- 14. Therapeutic trainings of all description require sensitive data to be collected. Details of the processing can be found in my data protection statement.

I take data protection very seriously, please find below my Data Protection Statement.

## **General Data Protection Requirement Statement**

Supplier: Shaura Hall

In compliance with the General Data Protection Requirement (GDPR), I can confirm the following about how I collect, store, and manage client information. As the controller of such data I can confirm that I never share data with third parties. As the processor of this information, I can confirm that I make every effort to protect the information and interests of my clients.

As of 10 May 2018, I will ask participants who join an event to complete an Informed Consent and Liability Waiver Release. When I use other studios, I will ensure that the liability wavier includes both parties.



These are standard forms used for all of my clients regardless of where or when I see them. These forms are an insurance requirement. The forms ask for name and contact details of the individual joining the class, for a date, and signature.

Participant names and email addresses will be added to my database, so that they can receive information about future events. Participants have the opportunity to ask not to be added to the database.

Names, email addresses, and telephone numbers of student on courses will be stored on a database that can be accessed by any assistant that I may have. This is specifically and only to ensure that course organisation runs as smoothly as possible.

As a responsible therapeutic supplier, I ask questions that are classified as sensitive data such as information about health and medication.

There are two ways I store this information.

**1.** Students on training courses complete an intake form that asks for sensitive information. I read this data to get a sense of any extra help the student may require. Thereafter, the intake form is stored on a password-protected hard drive until I can legally dispose of it. I confirm that I regularly change my password. I do not transfer this data onto any other database. Hard copies are saved by me for seven (7) years and then disposed of by means of a shredder.

Yoga therapy client details will also be stored on their intake form on a password protected hard drive. Hard copies are saved by me for seven (7) years and then disposed of by means of a shredder.

**2.** People who enter into a therapeutic contract with me that includes plant medicine work will be asked to disclose any allopathic or herbal medication that they currently take. I will require that the individual discloses this information and signs a liability waiver every time they enter into an event contract with me.

Therapeutic plant retreat participant information will be stored on a password-protected database along with the name of that person. Feedback from therapeutic clients who enter into longer term contracts will be noted in their records to allow both myself and the client to track their progress. Hard copies of any such information are saved by me for seven (7) years and then disposed of by means of a shredder.

## **Storage of Paper Student Waiver**

These forms are stored in a locked filing cabinet at my home, when they are not in use. I am the only key holder to the filing cabinet, and no other person has access to it.

## **Electronic Recordkeeping**

I keep an electronic database of student/participant contact details. This is for my information and is used solely for the purposes of sending out information; I never share information with other organisations. A student/participant can request to be removed from the mailing list at any time.

When people enquire about my services by email I reply by email; such emails are kept as long as necessary. Details are not added to a database unless requested by the individual.