

# **Privacy & Data Protection Policy**

This policy describes how we use and store the data that we gather in order to provide our services.

## **Our Commitment To Privacy**

As an expression of our commitment to the Buddhist precepts of honesty and of not taking the not giving, we are committed to only using the data we hold about the people involved in activities at our centre responsibly, and being clear about the way your information is collected and used. To help us achieve this we provide this policy explaining our practices and the choices you can make.

Nothing in this policy covers any information shared with class leaders in a personal capacity, for example if you give your phone number or other contact details to a class leader.

## **The Information We Collect**

We collect information when:

- You sign up to our mailing list to be notified about upcoming events, either through our website or through a paper form at the centre.
- You book to attend an event, course, retreat, class or group we are organising (which may be held at the centre or off site), either through our website or through a paper form at the centre.

- You make a purchase, booking or donation to the centre through a method other than cash, such as credit/debit card, PayPal, or bank transfer. This includes a one-off donation and standing orders.
- You Gift Aid a donation by filling in a form either on our website or through a paper form at the centre.
- You contact the centre by email or Facebook
- You verbally ask to be added to the mailing list

The types of personal information we collect are:

- **Your name**
- **Your email address and/or phone number**
- **Demographic information such as including gender, age bracket, and if our centre or one of our outreach groups is the closest Triratna Buddhist Community centre or group to where you live**  
Some of the events we run are for certain demographics such as either men or women, or for young people, or for people who attend our centre regularly. Knowing this information helps us to only send you details about events you will be interested in.  
You can opt to not provide this information if you prefer, and we will not send you information about events to specific demographics.
- Dietary restrictions and any medical information necessary for retreats
- **Your home address**  
This is only collected if you Gift Aid a donation, which is legally necessary for us to claim Gift Aid.
- Payment information  
If you make a purchase, booking or donation by:

- Credit/debit card

Our payment processor will collect the details needed to process the transaction. For more information see <https://www.izettle.com/gb/privacy-policy>

- PayPal

They will provide the name, email address, and billing address of the PayPal account used. For more information see <https://www.paypal.com/en/webapps/mpp/ua/privacy-full>

- Bank transfer

If you set this up yourself, we will only see the account name and any reference you provide.

- **Trustee information**

If you become a trustee of the charity **The Triratna Buddhist Community (Colchester)**, we will ask for the personal information required by the Charity Commission for England and Wales in order to meet our legal obligations under UK charity law. This will be supplied to the Charity Commission but not held separately by us.

## The Way We Use Information

Under UK data protection law, we must have a “lawful basis” for collecting and using your personal information. There is a list of possible lawful bases in the UK GDPR. You can find out more about lawful bases on the ICO’s website <https://ico.org.uk/>.

Which lawful basis we rely on may affect your data protection rights which are in brief set out below. You can find out more about your data protection rights and the exemptions which may apply on the ICO’s website:

- ***Your right of access*** - You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for. You can read more about this right [here](#).
- ***Your right to rectification*** - You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete. You can read more about this right [here](#).

- ***Your right to erasure*** - You have the right to ask us to delete your personal information. You can read more about this right [here](#).
- ***Your right to restriction of processing*** - You have the right to ask us to limit how we can use your personal information. You can read more about this right [here](#).
- ***Your right to object to processing*** - You have the right to object to the processing of your personal data. You can read more about this right [here](#).
- ***Your right to data portability*** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you. You can read more about this right [here](#).
- ***Your right to withdraw consent*** – When we use consent as our lawful basis you have the right to withdraw your consent at any time. You can read more about this right [here](#).

If you make a request, we must respond to you without undue delay and in any event within one month.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

Our lawful bases for collecting or using personal information for marketing purposes are:

- **Legitimate interests** – we’re collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk of harm to anyone. All of your data protection rights may apply, except the right to portability. Our legitimate interests are that we want to let people know of events which may be of interest to them at Colchester Buddhist Centre and to draw their attention to various fundraising events we may run. We also use information gathered to contact people about regular classes or groups they attend.

We will only use the information you provide about yourself for the specific purposes you provided it for. We will not share your personal information with third parties unless explicitly needed for those purposes (for example, sharing dietary requirements with the venue for off-site retreats) or where required to by law or for safeguarding purposes. If you book on a course, event or retreat, we may contact you afterwards to ask for any relevant feedback or tell you about other similar events you

may be interested in, but will only do this once unless you sign up to our mailing list.

If you attend specific courses/groups we may share your contact information with Order Members at the centre running these events to allow them to communicate with you directly. Similarly, if you become a mitra or ask for ordination, we may share your contact details with the centre's mitra convenors so they can keep you up to date with specific events and information.

## **How You Can Access or Correct Your Information**

For information that is stored on one of our mailing lists, you can click the link in the footer of any email we send to see and update all of the information we have stored on that mailing list.

For all other information, contact us directly to obtain a copy, update, or ask us to delete any of the information we have stored.

## **How long we keep information**

We will review the data we hold regularly. We will keep your information until either you ask us to delete it or we deem that you are no longer associated with the centre, at which point it will be deleted.

## **Website Browsing Data & Use of Cookies**

We do not collect any information or track usage of our website beyond what is necessary to serve the website to you. However, some parts of our websites interact with third party services which may collect information or set cookies.

- Some pages on our website include maps provided by Microsoft. For more information see <https://privacy.microsoft.com/en-us/privacy>.

- Some pages on our website include videos provided by YouTube. For more information see **[https://www.youtube.com/t/privacy\\_guidelines](https://www.youtube.com/t/privacy_guidelines)**
- Some pages on our website include videos provided by Vimeo. For more information see **<https://vimeo.com/privacy>**
- Some pages on our website include charts provided by Google. For more information see **<https://policies.google.com/privacy>**
- All online payments are processed by PayPal. For more information see **<https://www.paypal.com/en/webapps/mpp/ua/privacy-full>**
- Our mailing list service is provided by MailChimp. For more information see **<https://mailchimp.com/about/security/>**

## How to Contact Us

The Controller for the purposes of the General Data Protection Regulation (GDPR), other data protection laws applicable in the United Kingdom and other provisions related to data protection is:

The Triratna Buddhist Community (Colchester)  
Colchester Buddhist Centre  
2 Portland Road  
Colchester  
CO2 7EH

Email: [contact@colchesterbuddhistcentre.com](mailto:contact@colchesterbuddhistcentre.com)

Should you have any questions or concerns about this policy, you can contact us with these details.