

# Privacy Policy Notice

## For: Amitabha KMC

Amitabha KMC (“Amitabha”, “we”, “us”) (registered company number 2745086 and Charity Number 1026683) are committed to protecting your privacy. At all times we aim to respect any personal information you share with us, and keep it safe.

This Privacy Policy Notice (“Notice”) sets out our data processing practices and your rights and options regarding the ways in which your personal information is used and collected.

***This Notice contains important information about your personal rights to privacy. Please read it carefully to understand how we use your personal information. The provision of your personal information to us is voluntary.***

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### **1. We collect personal information about you:**

When you give it to us **directly**

For example, personal information that you give us when you communicate with us by email, phone or letter.

### **2. What personal information do we use?**

We may collect, store and otherwise process the following kinds of personal information:

Your name and contact details including postal address, telephone number, email address, emergency contact details and where applicable;

*Do we process special categories of data?*

The EU General Data Protection Regulation (“GDPR”) recognises certain categories of personal information as sensitive and therefore requiring more protection, for example information about your health, ethnicity and religious beliefs. Amitabha KMC do not collect any special categories of data.

### **3. How and why will we use your personal information?**

Your personal information, however provided to us, will be used for the purposes specified in this Notice. In particular, we may use your personal information:

- a. To send class and course information;
- b. To store contact information on our secure online system;
- c. To use your emergency contact details in the advent of an emergency or accident.

#### **4. Lawful bases**

The GDPR requires us to rely on one or more lawful bases to use your personal information. We consider the grounds listed below to be relevant:

Where you have provided your **consent** for us to use your personal information in a certain way (for example, we may ask for your consent to use your personal information to send you email newsletters.)

The GDPR allows us to collect and process your personal information if it is reasonably necessary to achieve our or others' legitimate interests (as long as that processing is fair, balanced and does not unduly impact your rights as an individual).

In broad terms, our "legitimate interests" means the interests of keeping people informed as to the courses and classes we offer.

#### **5. Communications for marketing/promotional purposes**

We may use your contact details to provide you with information about our work, events, services and/or activities which we consider may be of interest to you (for example, about courses you previously attended)

We will not do so without your prior consent.

Where you have provided us with your consent previously but do not wish to be contacted by us about our work, events, services and/or activities in the future, please let us know by emailing [info@meditationinbristol.org](mailto:info@meditationinbristol.org). You can opt out or receiving emails at any time.

#### **6. How long do we keep your personal information?**

In general, unless still required in connection with the purpose(s) for which it was collected and/or processed, we remove your personal information from our records 5 years after the date it was collected. However, if before that date (i) your personal information is no longer required in connection with such purpose(s), (ii) we are no longer lawfully entitled to process it or (iii) you validly exercise your right of erasure (please see Section 11 below), we will remove it from our records at the relevant time.

If you request to receive no further contact from us, we will delete your data from our system immediately.

#### **7. Will we share your personal information?**

We do not share, sell or rent your personal information to third parties.

## 8. Security/storage of and access to your personal information

Amitabha KMC is committed to keeping your personal information safe and secure and we have appropriate and proportionate security policies and organisational and technical measures in place to help protect your information.

Your personal information is only accessible by appropriately trained staff, volunteers and contractors, and stored on secure servers which have features to prevent unauthorised access.

## 9. International Data Transfers

Countries in the European Economic Area (“EEA”) all have the same level of data protection law as under the GDPR and, where practical, we will endeavour to use agencies and/or suppliers that operate within the EEA.

It is possible that personal information we collect from you will be transferred to and stored in a location outside the EEA, most typically, the United States.

Please note that some countries outside of the EEA have a lower standard of protection for personal information, including lower security requirements and fewer rights for individuals. Where your personal information is transferred, stored and/or otherwise processed outside the EEA in a country that does not offer an equivalent standard of protection to the EEA, we will take all reasonable steps necessary to ensure that the recipient implements appropriate safeguards (such as by entering into standard contractual clauses which have been approved by the European Commission) designed to protect your personal information and to ensure that your personal information is treated securely and in accordance with this Notice. If you have any questions about the transfer of your personal information, please contact us using the details below.

Unfortunately, no transmission of your personal information over the internet can be guaranteed to be 100% secure – however, once we have received your personal information, we will use strict procedures and security features to try and prevent unauthorised access.

## 10. Exercising your Rights

Where we rely on your consent to use your personal information, you have the right to withdraw that consent at any time. This includes the right to ask us to stop using your personal information for marketing purposes or to unsubscribe from our email list at any time. You also have the following rights:

- a. **Right of access** – you can write to us to ask for confirmation of what personal information we hold on you and to request a copy of that personal information. Provided we are satisfied that you are entitled to see the personal information requested and we have successfully confirmed your identity, we will provide you with your personal information subject to any exemptions that apply.
- b. **Right of erasure** – at your request we will delete your personal information from our records.
- c. **Right of rectification** - if you believe our records of your personal information are inaccurate, you have the right to ask for those records to be updated. You can also

ask us to check the personal information we hold about you if you are unsure whether it is accurate/up to date.

We encourage you to raise any concerns or complaints you have about the way we use your personal information by contacting us using the details provided in paragraph 14 below. You are further entitled to make a complaint to the Information Commissioner's Office – [www.ico.org.uk](http://www.ico.org.uk). For further information on how to exercise its right, please contact us using the details below.

#### **11. Changes to this Notice**

We may update this Notice from time to time. We will notify you of significant changes by contacting you directly where reasonably possible for us to do so and by placing an update notice on our website. This Notice was last updated on 14<sup>th</sup> May 2018.

#### **12. Links and third parties**

We do not link our website or emails directly to other sites.

#### **13. How to contact us**

Please let us know if you have any questions or concerns about this Notice or about the way in which Amitabha KMC store your personal information by contacting us at the channels below. Please ask for/mark messages for the attention of the Data Protection Officer.

Email: [info@meditationinbristol.org](mailto:info@meditationinbristol.org)

Post: Amitabha KMC, Old Vicarage, Gloucester Road, BS7 8NX