

GDPR / Privacy Policy

Privacy

The Croydon Buddhist Centre takes your privacy seriously. If you have any questions concerning our privacy policy that are not addressed here, please contact us:

Our contact details

Gambhiralila

Address: 98 High Street, Croydon, CR0 1ND

Email: info@buddhistcentrecroydon.org

The type of personal information we collect

The Croydon Buddhist Centre collects and processes the following information:

- your name
- contact details, usually just your email address and phone number
- Paypal username, address for gift aid
- Courses/events you have booked with us
- age status (e.g. if sub 35)
- gender
- Triratna status (Order Member, Mitra, In study group)
- photo (for publicity)
- CCTV filming for security.
- qualification details / insurance details (therapists / qigong)
- Marketing preferences
- Donation information

The Croydon Buddhist Centre website also collects information about your use of the

website including IP address, time spent on site and what you liked to view. This is solely to

manage the website, track usage and improve our website services. The information

collected does not identify anyone personally, and may be shared with third

parties to

provide more relevant services, e.g. Google Analytics

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- you signed up for our newsletter
- you booked on an event or course
- you are a regular donor and are signed up for Gift Aid
- you make an email enquiry about something specific (e.g. study group / becoming a mitra)
- You speak to a member of the Centre team.

You are not required to provide this information except when booking a course, workshop or making any other online purchase. We use your contact details so that we can contact you in case of issues with changes to classes, payment and similar circumstances and to send you our newsletter. We use a secure third party to process donations you make and send you a receipt for such donations. We also use your personal data to claim Gift Aid, if applicable.

The **only information** we may share with other individuals or organisations is with HMRC in relation to the requirements of claiming Gift Aid for those donors who have opted in.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting us [see above]. You can also click 'unsubscribe' on the newsletters you may receive from us.

(b) We have a contractual/legal obligation, as with claiming Gift Aid

How we store your personal information

Your information is securely stored. This information is only accessed by our Centre team and

trusted volunteers.

We keep your data until you inform us that you no longer wish to receive news from us, or that you no longer wish to donate to us, or if you request the removal of all personal information about you.

Website cookies, links etc

www.buddhistcentrecroydon.co.uk also collects information about your use of our website including IP address, how much time you spend on the site and what you like to view, from both registered users and general visitors to the site. This data is used solely to manage the website, track usage and improve our website services. This information does not identify the user personally and may be shared with third-parties to provide more relevant services, for example with google analytics.

www.buddhistcentrecroydon.co.uk contains links to other Triratna websites which you may find useful or of interest. We are not responsible for the privacy policies and/or practices on other sites. When linking to another site, the user should satisfy themselves as to the privacy policy stated on that site. Our privacy policy only governs information collected on our site.

www.buddhistcentrecroydon.co.uk uses cookies to store visitors' preferences and to record session information, to customise newsletter, advertising, and web page content based on browser type and user profile information. We do not link the information we store in cookies to any personally identifiable to notify you when a cookie is set. Each browser is different, so check the 'Help' menu of your browser to learn how to change your cookie preferences. However, you will need to enable cookies from **www.buddhistcentrecroydon.co.uk** in order to use some functions on the site.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - you have the right to ask us for copies of your personal information.

Your right to rectification - you have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - you have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - you have the right to ask us to restrict the processing

of your personal information in certain circumstances.

Your right to object to processing - you have the right to object to the processing of your personal information in certain circumstances.

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, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us (see above) if you wish to make a request.

Sharing and disclosure of information we collect

We will never sell or trade your personal data or disclose your personal information to any third party unless we believe that disclosure is necessary:

1. To conform to legal requirements
2. To protect our rights
3. To protect the safety of members of the public or those attending the Buddhist Centre

Triratna charities viewed as a single body, therefore information shared e.g. as part of ordination training, is not considered access to a third party.

The Croydon Buddhist Centre is on a dharmachakra server. All dharmachakra servers that host UK and EU Triratna websites are located in the UK.

Copyright

All rights reserved to online digital presence (website & social media) and communications documents (posters and flyers). No part may be reproduced, stored in a retrieval system, or transmitted in any form or by any means including but not restricted to, electronic, mechanical, printed or recorded without the express prior permission of the copyright owner. This does not override a person's right have their personal data (photo) withdrawn

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us (see above).

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House, Water Lane

Wilmslow, Cheshire SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

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