

**The Triratna Buddhist Community (Colchester)**

**Registered Charity #1046724**

# Privacy & Data Protection Policy

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

Last Updated June 2018

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## 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 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.

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.  
Events advertised as for men or women are open to anyone who identifies as such.
- **Dietary restrictions and any medical information necessary for retreats**
- **Your home address**  
This is only collected if you Gift Aid a donation, which is 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. If you ask us to set this up, we will collect the information necessary to do so, including bank account name, number and sort code.

## The Way We Use Information

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.

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.

## 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.

## 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 payments are processed by PayPal. For more information see <https://www.paypal.com/en/webapps/mpp/ua/privacy-full>

## 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.