

Privacy & General Data Protection Regulations Policy.

The Triratna Buddhist Community (Ipswich)

Registered charity no 1180271

Written April 2022

To be reviewed at the latest April 2025

Introduction

This document has been produced to explain how the Ipswich Buddhist Centre (IBC) collects, stores and uses personal data.

Our processes accord with our ethical values of truthful communication and not taking the not given; therefore we will only use the information provided for the purposes for which it was given.

This document has also been produced to comply with the Data Protection Act 2018 (DPA 2018), and the UK General Data Protection Regulation (UK GDPR), and has been produced using the guidance provided by the Information Commissioners Office (<https://ico.org.uk>)

The type of personal information we collect

We only collect the personal information we need to provide our services to you.

Currently we directly collect the following personal information:

Title, name, address, postcode, email address, and contact phone number, interest groupings within Triratna if any, and gender preference.

For event bookings, we may also collate information regarding health issues.

This information is collected in different ways for different uses, as detailed below.

How we get the personal information and why we have it

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

- A. Keeping you informed about the IBC and its activities.
- B. Managing event bookings you make
- C. Gift Aid reclamation

We use the information that you have given us in order to:

- Send you communications
- Contacting you about your event booking, and to monitor any payments due.
- Provide for any healthcare issues, as far as we are able.
- Reclaim Gift Aid from HMRC on the donations you have made.

We only share the Gift Aid information you provide with HMRC for the purposes of reclamation of Gift Aid monies.

No other personal information directly collected above is shared with other organisations.

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

Your consent. You are able to remove your consent at any time. You can do this by contacting enquiries@ipswichbuddhistcentre.org.uk

3rd Party information collection & use

We also collect & use personal information collected indirectly, and which we have no direct control over, through the following sources in the following scenarios:

- i) **Social media** - when visiting our social media sites, they collect & use your personal data in accordance with their policies. These sites include: Facebook, Instagram Twitter & Ticktok
- ii) **When making a payment through our web site**- this is done through a payment service who will collect and use data in accordance with their policy.
- iii) **when using our web site**: Articles on our site may include embedded content (e.g. videos, images, articles, etc.). Embedded content from other websites behaves in the exact same way as if the visitor has visited the other website.

These websites may collect data about you, use cookies, embed additional third-party tracking, and monitor your interaction with that embedded content, including tracking your interaction with the embedded content if you have an account and are logged in to that website.

The embedded web sites include; YouTube & Google.

iv) **Individuals operating on behalf of the IBC** - individuals may have collated personal information for their own use during the course of their activities. This uses could include meeting up, social events, or holding classes.

We have issued guidance about the use of that personal information when contacting more than one individual to protect those individuals personal information and identity.

How we store your personal information

Your information is securely stored at the following locations, depending on its intended use:

Newsletter distribution: in a password protected database linked to a program specifically designed for email distribution; currently 'mailchimp'

Event bookings: collated & stored via our bookings system; this information can be only accessed via a specific web page link & a password.

Gift Aid: Collected via an electronic form, which is then converted to a paper copy and stored at a locked private address for processing.

We keep newsletter distribution and Gift Air reclamation information until you tell us this has changed, or ask us to delete or remove this information from our records.

The event booking information is downloaded from the booking system, processed and used to manage the event. It may be retained until the next similar event for marketing purposes, and then the one time event database is disposed of by deletion.

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 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.

If you wish to make a request, please contact us in one of the following ways:

enquiries@ipswichbuddhistcentre.org.uk, call 01473 211516, or via post to

**Ipswich Buddhist Centre
4 Friars Bridge Road
Ipswich
Suffolk
IP1 1RR**

We will respond within 30 calendar days, using the same communication method by which you contacted us, so please ensure the information we need to contact you is contained within your request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at **enquiries@ipswichbuddhistcentre.org.uk**

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>

Version History:

Version 1.1 May 2022 - Appendix 1 removed; reference to PayPal changed to Payment service, links to other web site's policies removed.

Version 1.2 June 2022 - duplicated word removed, and 30 day duration added to 'your data protection rights'