



Western Chan Fellowship CIO

Privacy Policy

Our contact details

Office 7511, PO Box 6945, London, W1A 6US

E-mail: secretary@westernchanfellowship.org

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (name, address, telephone number, email address, profile pictures, gender, year of birth, medical and dietary conditions, emergency contact and phone number, skills volunteered, dharma name and refuge date)
- Google Web Analytics (IP address, geographical location, browser type and version, operating system, referral source, length of visit, page views and website navigation paths, as well as information about the timing, frequency and pattern of unidentifiable website visitors service use)

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:

- Booking a retreat or event including lift offers and/or requests, dietary preferences, health and allergy declarations, next of kin contact information.
- subscribing to our email notifications and/or newsletters

We also receive personal information indirectly, from the following sources in the following scenarios:

- Google analytics - this usage data may be processed for the purposes of analysing the use of the website and services.

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

- process your retreat or event booking
- offering, marketing and selling relevant goods and/or services to you
- sending you the relevant notifications and/or newsletters
- communicating with you and record-keeping
- for the purposes of operating our website, providing our services, ensuring the security of our website and services, maintaining back-ups of our databases and communicating with you
- analysing the use of the website and services.

We may share this information with our banks, accountants and insurers and/or professional advisers insofar as reasonably necessary for the purposes of obtaining or maintaining insurance coverage, managing risks, obtaining professional advice, or the establishment, exercise or defence of legal claims, whether in court proceedings or in an administrative or out-of-court procedure.

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

- **Your consent. You are able to remove your consent at any time. You can do this by contacting** secretary@westernchanfellowship.org
- **We have a legitimate interest.**

How we store your personal information

Your information is securely stored.

We keep personal identifiers, contacts and characteristics for a minimum period of 6 years following the last use of it by us or you, and for a maximum period of 30 years following the last use of it by us or you.—We will then dispose of your information by deleting from our database.

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 at secretary@westernchanfellowship.org if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at secretary@westernchanfellowship.org

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>