

## Privacy Notice for Sakya Dechen Buddhism Ltd

Under data protection laws we are required to provide the following information to individuals where we collect and hold their personal data (such individuals are referred to as “you” and “your” below):

**Data controller details:** the retention and processing of your personal data is controlled by Sakya Dechen Buddhism Limited (company number 09344009, charity number 1163076), address: 121 Sommerville Road, Bristol BS6 5BX, tel: 0117 924 4424, email: [bristol@dechen.org](mailto:bristol@dechen.org)

**Purpose for processing data:** we process personal data in order to inform you about events we think would be of interest to you and/or for ticketing purposes in relation to our events. If you make a donation to our charity we may also use your personal data for tax and accounting purposes (including claiming gift aid, if applicable).

**Personal data from third parties:** we will normally receive personal data direct from you. Sometimes we may receive your personal data from Kagyu Dechen Buddhism (company number 07789188, charity number 1145791). Where we receive personal data in this way, it will be of the following categories: names, email addresses, residential addresses, telephone numbers.

Lawful basis for processing: we process your personal data with your consent and, in relation to donations only, in order to comply with our legal obligations.

**Recipients of personal data:** in relation to donations that are subject to gift aid we may share your data with the Charities Aid Foundation and HM Revenue & Customs. In order to provide you with event information in relation to other Dechen buddhist centres (where you have requested this), we may share your data with Kagyu Dechen Buddhism (company number 07789188, charity number 1145791). We may also use data processing websites / website server providers in order to process your personal data, and currently we use LCN.com, Mailchimp.com, Eventbrite.com and Gmail G-suite for this purpose (privacy information can be seen on their websites).

**Transferring data to third countries:** we will not transfer your data to third countries (i.e. countries outside of the UK or EEA). However, data processing websites and website server providers we use may have servers or use third party sub-processors that are in third countries. If our providers transfer personal data to third countries, we rely on them to ensure appropriate safeguards for the purposes of UK data protection law are in place.

**Retention period:** we will keep your personal data for so long as you want to be informed about events or until we are unable to hold events. For ticketing purposes, we will hold your personal data for as long as is necessary for the purposes of holding the event. In relation to donations, we will retain personal data for such period as is required for us to comply with our legal obligations.

**Your rights:** you have the right to: (a) access your personal data that we hold; (b) have inaccuracies in relation to your personal data rectified; (c) have your personal data erased; (d) request restricted processing; (e) data portability; and (f) object to processing. Not all of these rights are absolute. Please see the Information Commissioner’s Office website ([ico.org.uk](http://ico.org.uk)) for more information about your rights.

**Your right to withdraw consent:** in addition to the above rights, where we are processing data on the basis of your consent, you may withdraw your consent at any time (this shall not affect the lawfulness of our processing based on consent before its withdrawal).

Your right to lodge a complaint: if you are unhappy with the way your data is being processed by us, you have a right to complain to the Information Commissioner's Office. However, we would be happy to try to address your concerns first.

*Last updated January 2019*