

Nottingham Buddhist Centre Privacy Policy

Nottingham Buddhist Centre 9 St Mary's Place
Lace Market
Nottingham NG1 1PH
0115 956 1008 info@nottinghambuddhistcentre.org
Registered Charity Number: 1044031

Introduction

In this Privacy Policy, "**We**", "**Us**" and "**Our**" mean **Nottingham Buddhist Centre** registered in England and Wales, charity number 1044031. Our registered office is 9 St. Mary's Place, Nottingham, NG1 1PH.

We are firmly committed to protecting your privacy and aim to be clear when we collect your information and use it only as you would reasonably expect.

How we use Personal Information

We will not use your personal information unless we have first told you how we will use it or it is obvious how we will use it. We collect and use personal information for:

- Fundraising
- Processing donations
- Publicising our activities
- Processing general enquiries
- Governance and Trustee management
- Employee recruitment
- Employee administration

Our legal basis for processing personal information

Our lawful basis for the purposes that we process personal information is consent, for the performance of a contract, or for our legitimate interests.

The law allows us to collect and use personal data if it is necessary for our legitimate business interest and so long as its use is fair, balanced and does not unduly impact your rights. In many situations, the best approach for our members is to process

personal data because of our legitimate interests, rather than consent.

We will ask for your consent to send you updates about our activities via post, email, telephone, or text messages. You can withdraw consent for this at any time.

We may also share your personal information where we are compelled by law to do so.

We process employee personal information to meet our legal obligations as an employer.

How we collect personal information

We collect personal information from you directly through our website, paper forms and sometimes over the telephone.

We may collect information about the software on your computer (your browser version etc.) and your IP address (your connection with the internet) to improve your interaction with the Website and for our records. This may happen automatically without your being aware of it.

We may use cookies (small text files which we and other website operators store on your computer when you visit our websites) to deliver a better and more personalised interaction. They enable us to recognise you when you return to the Website, store information about your preferences, and improve the way your searches are processed. They also enable us to generate statistics about the number of visitors we have and how they use the Website and the internet. You can set your browser to reject our cookies if you wish (you should consult your browser help section for details), but this might restrict your use of the website and other websites.

The personal information that we collect

The type and quantity of information we collect and how we use it depends on why you are providing it.

For fundraising and processing donations we will collect:

- Your name
- Your contact details
- Your mailing preferences
- Your bank or credit card details

For sangha (community) development we may also collect:

- Your interests

- Your date of birth
- Your occupation
- Information about your demographic
- Information about your specialities
- Information about your qualifications

For employee recruitment and administration, we will collect:

- Your name
- Your contact details
- Your employment history
- Your interests or information which may support your application
- Your mailing preferences
- Your bank or credit card details

How we may share personal information

We do not sell or share personal information to third parties for the purposes of marketing. But, if we run an event in partnership with another named organisation your details may need to be shared with them. We will be very clear what will happen to your personal information if you register for such an event.

Members' contact details, including email addresses, may be shared with NBC volunteers such as accredited representatives and committee members to aid communication between members and interest groups. We will not sell personal information. We will only ever share your data in other circumstances if we have your explicit and informed consent.

How long we keep personal information

We will only keep personal information for as long as we have a valid reason for keeping it. After that we delete or dispose of the information securely.

- For Introductory Course registration, information is kept until the course ends and then destroyed unless you sign up to stay on our mailing list.
- Donor GiftAid information is kept on record for the length of time you are a supporter and then up to 12 months post your last donation in case of any queries relating to your support.

- Financial information relating to donors' contributions is kept for the length of supporters' donations and then 7 years post ending as a donor to comply with UK Tax Laws. Please note we do not store any Credit or Debit card details.
- Employment application information is kept for the length of the application process and destroyed if the applicant does not proceed to become an employee of NBC.
- Employee information is kept for the duration of their employment and 6 years after employment ceases in accordance with UK Employment Law

Your rights

You have a right to know what personal data we hold, who we acquired it from, how we process it, the logic involved in any automatic processing, and who we disclose it to.

You have a right to ask us not to process your personal data for direct marketing purposes unrelated to NBC activities.

You have a right to ask us not to make decisions based solely on the automatic processing of your personal information.

You have a right to ask us not to process your personal information in a way that is likely to cause unwarranted and substantial damage or distress.

You have a right to ask us to erase your personal information.

These statutory rights are qualified by exceptions and exemptions.

To exercise any of these rights, please contact us using the address below.

You can find out more about your rights from the Information Commissioner, who regulates data protection and privacy. The Information Commissioner's website is www.ico.org.uk.

Changes to this policy

We may change this Privacy Policy from time to time. If we make any significant changes in the way we treat your personal information we will make this clear on our website or by contacting you directly.

Contact

Please feel free to contact us with any questions, comments or queries regarding this Privacy Policy. All questions should be

directed to the Data Protection Officer at
info@nottinghambuddhistcentre.org or 0115 956 1008.