

# Privacy statement

## **StoneWater Zen is committed to protecting and respecting your privacy**

This policy explains when and why we collect personal information about people who visit our website, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

Any questions regarding this Policy and our privacy practices should be sent by email to [admin@stonewaterzen.org](mailto:admin@stonewaterzen.org) or by writing to StoneWater Zen Centre, 13 Hope Street, Liverpool, L1 9BH

The rules on processing of personal data are set out in the General Data Protection Regulation (the “GDPR”).

### **Who are we?**

StoneWater Zen is a registered charity. The registered address is the address above. We are classed under the GDPR regulations as a data controller. That means we decide how your personal data we receive is processed and for what purposes.

### **How do we collect information from you?**

We obtain information about you when you use our website, sign up to our mailing list, contact us about courses, retreats or events, or make a donation.

### **What type of information is collected from you?**

The personal information we collect might include your name, address, email address, phone number, IP address, and information regarding what pages are accessed and when. If you make a donation online, your card and other payment information may not held by us, but may be collected by our third party payment processors, who specialise in the secure online capture and processing of credit/debit card transactions.

### **How is your information used?**

We may use your information to:

- Send you communications which you have requested and that may be of interest to you. These will include newsletters and updates on our activities;
- Notify you of changes to our activities;
- Seek your views or comments on the services we provide;
- Process a donation that you have made;

We review our retention periods for personal information on a regular basis. We are legally required to hold some types of information to fulfil our statutory obligations (for example the collection of Gift Aid). We will hold your personal information on our systems for as long as is necessary for the relevant activity, or as long as is set out in any relevant contract you may hold with us.

We will always make sure that your information is protected and treated securely. Any information that you give will be held in accordance with:

- Data Protection Act 1998
- As of 25 May 2018, the new data protection legislation introduced under the General Data Protection Regulation (GDPR) and Data Protection Bill.

## **Security**

We are strongly committed to data security and we take reasonable and appropriate steps to protect your personal information from unauthorised access, loss, misuse, alteration or corruption. We have put in place physical, electronic, and managerial procedures to safeguard and secure the information you provide to us. Only authorised persons and contractors under strict controls will have access to your personal information.

## **Information about people who use our website**

Please note that this statement does not cover links within this website to other websites.

When you browse through the information on this website, it does not store or capture your personal information. We do log your IP address (as it is automatically recognised by the web server) but this is only so you can download this website onto your device rather than for any tracking purpose; it is not used for any other purpose.

## **Cookies**

Please be aware that some systems on our website require the use of cookies, but we will always state if this is the case. We will never collect and store information about you without your permission.

## **Signing up to our mailing list**

We use a third-party supplier (Mailchimp) to provide our email update and newsletter. By subscribing to this service you will be agreeing to them handling your data.

The third-party supplier handles the data purely to provide this service on our behalf. This supplier follows the requirements of the Data Protection Act 1998 in how they obtain, handle and process your information and will not make your data available to anyone other than StoneWater Zen.

You can unsubscribe from our mailing list at any time by following the UNSUBSCRIBE link in all such emails.

## **Your rights**

### **How you can access and update your information**

If you think we may hold personal data relating to you and want to see it please write to [admin@stonewaterzen.org](mailto:admin@stonewaterzen.org).

The accuracy of your information is important to us. If you change email address, or if any of the other information we hold is inaccurate or out of date, please email us at: email address, or write to us at the address above. If you want it the information we hold about you to be deleted or for us to stop using it, you have a right to request that it can be deleted or amended.

### **How to make a complaint?**

To exercise all relevant rights, queries or complaints, please in the first instance contact us via email at: admin@stonewaterzen.org or write to us at the above address.

If you feel that we have not met our responsibilities under data protection legislation, you have a right to request an independent assessment from the Information Commissioner's Office (ICO). You can find details [on their website](#).

### **Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.

### **Review of this Policy**

Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail.

*Updated May 2018*