



General Data Protection Register (GDPR) The Aukana Trust Privacy Notice

Produced by The Trustees
April 2021

The Aukana Trust is a Buddhist registered charity (number 326938). 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.

This Aukana Trust privacy notice tells you what we do with your personal information when you agree to mailings after attending workshops, interviews, retreat or donate to support our work.

We will always make sure that your information is protected and treated securely. Any information that you give will be held in accordance with the Data Protection Act 2018.

The Data Protection Act 2018 is the UK's implementation of the General Data Protection Regulation (GDPR).

1. Introduction to this notice

This tells you:

- How we collect your information.
- What purpose we are processing it for.
- Whether there are other recipients of your personal information.
- Whether we intend to transfer it to another country.
- Whether we do automated decision-making or profiling.

The legal basis we rely on to process your personal data is article 6(1)(f) and (c) of the GDPR, which allows us to process personal data when it is necessary for the purposes of our legitimate and legal interests and with your explicit consent.

2. Contact information

9 Masons Lane
Bradford on Avon
Wiltshire
BA15 1QN

Tel: 01225 866821

Email: info@aukana.org.uk

For requests regarding data protection please mark the envelope (or use the subject line): "Data Protection".

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3. How do we get information?

All of the personal information we process is provided to the Aukana Trust directly by you for one of the following reasons:

- You have agreed to receiving information after attending a workshop.
- You have contacted us to attend, or have attended, a retreat.
- You have arranged or attended an interview at the House of Inner Tranquillity and provided us with contact details.
- You have completed a Standing Order mandate or Gift Aid declaration on the Donation form.
- You have made an online or postal donation.
- You have purchased a book directly or online.
- You have sent an email to the Aukana Trust.

4. What purpose are we processing it for?

We will process your data for the purpose of:

- Communicating with you in relation to ongoing activity and news.
- Promoting, and managing events relating to the Aukana Trust.
- Facilitating online or telephone interviews with a teacher at the House of Inner Tranquillity.
- Processing a donation, Standing Order or book order.
- Other legitimate interests such as maximising donations by the use of Gift Aid.

5. Your Data Protection rights

Under data protection law, which is managed by the Information Commissioners Office (ICO) you have rights which we need to make you aware of. The rights available to you depend on our reason for processing your information. You can read more about this on the ICO website here – <https://ico.org.uk>

- The right to be informed**
You have the right to access this Privacy Notice both on the Aukana Trust website and as a hard copy on request.
- The right of access**
You have the right to ask us for copies of your personal information.
- The right to erase (The right to be forgotten)**
You have the right to ask us to erase your personal information.
- The right to restrict processing**
You have the right to ask us to restrict the processing of your information in certain circumstances.
- The right to rectification**
You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- The right to object**
You have the right to object to the Aukana Trust processing your data.

Please contact us at info@aukana.org.uk if you wish to make a request. We will respond to you within 4 weeks.

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6. Who gets to see your personal information?

- For processing Gift Aid we must share your name and address with HM Revenue & Customs. The Aukana Trust keeps a record of this information to ensure accuracy of the data we submit.
- If you give the Aukana Trust a completed Standing Order form, we send the original to your bank to action and we retain a copy for our records.
- We use Mailchimp, a third-party data processor. This third-party supplier handles the data purely to provide this service on our behalf. This supplier follows the requirements of the Data Protection Act 2018 in how they obtain, handle, and process your information and will not make your data available to anyone other than the Aukana Trust. You can unsubscribe from the Mailchimp mailing list at any time by following the UNSUBSCRIBE link in all emails.
- If you make a donation online, your card and other payment information may not be 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.
- We do not share your data with anyone else. We do not transfer your personal data to other countries.

7. How long do we keep your personal data?

We keep your personal data while you attend or contribute financially to the Aukana Trust activities, either regularly or from time-to-time, or until you decide to unsubscribe. The exception to this is your information as it relates to Gift Aid which is kept in accordance with the required HMRC retention policy.

8. Information about using our website

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

When you browse through the information on our 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: If systems on our website require the use of cookies, we will state this. We will never collect and store information about you without your permission.

9. Your legal obligation

You are under no legal obligation to give us personal information if you do not wish to.

10. The existence of automated decision making, including profiling

The Aukana Trust does not use computers to analyse your data in order to make computer-automated decisions about what communications we should, or should not, send to you.

11. The right to complain to the UK Information Commissioner's Office:

If you are dissatisfied with the way we are collecting, holding, processing and using your personal data you are entitled to complain to the Information Commission www.ico.org.uk/make-a-complaint/

12. 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) setting out the relevant purposes and processing conditions.

13. 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.