



## Dublin Buddhist Centre

### Data Privacy / Protection Policy 13<sup>th</sup> May 2024

#### **Privacy**

The Dublin Buddhist Centre is firmly committed to protecting your privacy and aim to be clear with you when we collect your information and use it only as you would reasonably expect. If you have any questions concerning our privacy policy that are not addressed here, please contact as below:

#### ***by post or in person***

Vajrashura  
Dublin Buddhist Centre  
Unit 5, Liberty Corner  
James Joyce Street  
Dublin 1, Ireland

#### ***telephone***

01 817 8933

If we can't answer your call do leave a message and we will get back to you as soon as we can.

#### ***email***

[vajrashura@dublinbuddhistcentre.org](mailto:vajrashura@dublinbuddhistcentre.org) or [info@dublinbuddhistcentre.org](mailto:info@dublinbuddhistcentre.org)

#### **Information Collection and Use**

##### **Booking Details**

Everyone who comes on an event at the Dublin Buddhist Centre is required to fill in a booking form. We require this information in order to contact you and to manage the event. Your information is regarded as confidential and is only shared with members of the team as necessary. We store your booking details securely on our online bookings system for up to three years after the event.

##### **Email Database**

The Dublin Buddhist Centre holds a simple database, which we use to send infrequent emails, for example to let you know about upcoming events, fundraising for particular projects, or volunteer or job opportunities. However, we will only do so if you have given us your consent. We keep your contact information until you inform us that you no longer wish us to do so. You can unsubscribe at any time by contacting us.

## **Email Communication Management System**

We use Mailchimp as our email communication/marketing automation platform. By continuing to remain on our membership database, you acknowledge that the information you provide will be transferred to Mailchimp for processing in accordance with their Privacy Policy and Terms.

## **How We Use Your Information**

We will only use your information where we have a legal basis to do so and will always respect your rights. Where we use your information, it may be because you have consented to us doing so or because we consider we have a legitimate interest to do so, in order to pursue our charitable purpose, and manage ongoing relationships with members and friends of the Triratna Buddhist Community. We may analyse geographic, demographic and other information relating to you in order to better understand your interests and preferences in order to contact you with the most relevant communications. In doing this, we may use additional information from third party sources when it is available.

### ***Examples of data use:***

- To respond to or fulfil any requests, complaints or queries you make to us. We will use the information you give to us to handle your enquiry or request. This may include responding to your query or feedback, or sending you relevant information. We may also keep a record of conversations we have with you and feedback you provide. This can help us to handle queries more efficiently.
- To provide you with information and support for any events, fundraising activities or volunteering opportunities you sign up to. If you book or enquire about an event or activity we will consider this as a request to send you details about the event, activity or opportunity.
- To send you publicity communications by email where you have consented.
- To manage your contact preferences.

## **Use of Cookies**

**dublinbuddhistcentre.org** uses cookies to store visitors' preferences and to record session information. This data is used solely to manage the website, track usage and improve our website services and does not identify the user personally.

## **Correcting, Updating, or Removing Personal Information**

If you wish to modify or remove any of your personal information at any time, please contact the Dublin Buddhist Centre directly using the contact details shown above. You can also request that we give you a copy of the data referring to you which we hold.

## **Links**

**www.dublinbuddhistcentre.org** contains links to other Triratna websites which you may find useful or of interest. We are not responsible for the privacy policies and/or practices on other sites. When linking to another site, the user should satisfy themselves as to the privacy policy stated on that site. Our privacy policy only governs information collected on our site.

## **Sharing and Disclosure of Information We Collect**

We will never sell or trade your personal data or disclose your personal information to any third party unless we believe that disclosure is necessary:

1. To conform to legal requirements

2. To protect our rights
3. To protect the safety of members of the public or those attending the Buddhist Centre

### **Your Rights**

The GDPR provides the following rights for individuals:

- The right to be informed.
- The right of access.
- The right to rectification.
- The right to erasure.
- The right to restrict processing.
- The right to data portability.
- The right to object.
- The right to withdraw consent.
- Rights in relation to automated decision making and profiling. To exercise any of your rights, please contact us at [vajrashura@dublinbuddhistcentre.org](mailto:vajrashura@dublinbuddhistcentre.org), addressing the Data Controller. You can find out more about your rights from the Data Commissioner, who regulates data protection and privacy. The Information Commissioner's website is [www.dataprotection.ie](http://www.dataprotection.ie).

### **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 and/or by contacting you directly.