

Privacy

Privacy Notice

Vajraloka Buddhist Retreat Centre

Tyn Y Ddol

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At Vajraloka retreat centre we respect your privacy and understand how important it is that all of your personal information remains secure.

We will only collect the following information about you

In order to complete a retreat booking we ask for the following information:

- Name
- Address
- Phone number
- Email address
- Gender
- Restricted diet information
- Information about any physical, emotional or mental health issues which could affect your participation in the retreat

This information will be used to communicate with you about your booking and to help with room allocation. We do not collect sensitive information about you unless there is a clear reason for doing so, such as ensuring we meet specific needs you may have.

Any information you disclose in relation to your booking is held on our database to assist with your current booking and any future bookings. Building up historic information on the retreats you have attended helps us fulfil our duty of care to you and make your stay more enjoyable. We also use the information about your previous meditation experience to ascertain the appropriateness of the retreat being booked.

If you choose to make a donation for your retreat and are eligible for Gift Aid we will ask for your name and address on a Gift Aid declaration. This information is stored securely in paper form. We need this information for financial auditing purposes. We will also retrain any information about how much you give us. This helps with audit, financial management and to maintain an appropriate and proportional approach to future fundraising.

You can request that we give you a copy of the data we hold about you, please contact the office.

Who at Vajraloka has access to my data?

The information we store on our booking system is accessed by our Office Team. The information you provide regarding your previous retreat experience and any other needs is accessed by the Office Team and retreat leaders.

Other members of the team may retrieve information from the booking system as part of their duties, for example to access restricted diet information or in the event of an emergency when next-of-kin contact details may be needed.

All of our staff team, retreat leaders and volunteers are aware of the importance of confidentiality and your right to privacy and receive appropriate training on this issue.

How do you use my information to keep me up-to-date with Vajraloka's news and activities?

When you first book a retreat with us you will be asked if you are happy to remain on our database. If you do then we can use this information to forward our annual programme either by mail or email. We may contact you occasionally to let you know of forthcoming events or Vajraloka news. At times Vajraloka may also approach our supporters to help us raise funding for projects to maintain or improve the centre. You can change your contact details or unsubscribe at any time by contacting the office. If you opt out of receiving our communications at any point, we will record this request on our database. This will ensure that you do not receive any further communications from us, unless in relation to any retreat bookings or donations.

Do you ever share my information with third parties?

We do not sell or trade your information with any third parties. We will not disclose your personal information to any other third party unless we believe that disclosure is necessary to conform to legal requirements, to protect our rights or to protect the safety of members of the public or those attending Vajraloka.

We hope that this statement answers any questions you may have regarding our care of your information but if you have any further questions please contact us at the contact details above

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