

Richmond Mindfulness Meditation Group - Privacy Policy

Statement of intent

When you supply any personal information to Richmond Mindfulness Meditation Group we undertake to:

- collect only the information we need as defined in this policy
- tell you how we will use it
- keep the information secure

We are committed to protecting and respecting your privacy.

What information is collected?

When you sign up to join our mailing list or book to attend a Day of Mindfulness we ask for your:

- name
- email address

and, for Days of Mindfulness, or if you borrow a book from our library, or if you have volunteered to assist with aspects of RMMG's work, we may request your:

- postal address (if you have asked us to write to you)
- telephone contact number

We want to make sure that your personal information is accurate and up to date. Please notify us if your information changes. You may ask us to correct or remove information you think is inaccurate. To do this please contact us through the contact form on our website or by email to info@richmondmeditation.org.uk

Our website may use cookies, which collect some information about your visit . This information is used to track visitor use of the website and to compile statistical reports on website activity. You can set your browser not to accept cookies and the following website tells you how to remove cookies from your browser. However in a few cases some of our website features might not function as a result. For your information, cookies are text files placed on your computer to collect standard Internet log information and visitor behaviour information.. For further information about cookies visit www.allaboutcookies.org.

We may collect management information on our email/newsletter communications, such as whether you have read an email sent by us, when and how many times. We will use this information to improve content and services and not for any other purposes.

How we use your information

We use your information in a number of ways, such as:

- sending you our email newsletter which contain information about RMMG's activities and those of the organisations to which we are affiliated
- responding to communications you have sent to us
- communicating with you about events you have booked to attend
- communicating with you about books you have borrowed from our library.

You are free to unsubscribe to emails and newsletters from us, by following the unsubscribe link that appears at the end of relevant communication.

How we protect your data

We will keep your personal information confidential, and will not supply it to any third party without your consent, unless we are obliged by law to do so. Accordingly, and for the avoidance of doubt, we do not:

- sell or share your personal information with any third parties, or (except as explained below) with other members of RMMG
- send out emails in a way that would allow other recipients to see your email address (unless you have specifically authorised this)
- disclose your personal information to other members of RMMG without your specific authorisation and then only for personal contact purposes not for selling or promoting any goods or services

We may use reputable third parties to process your information on our behalf (for example Gmail and Mailchimp). Some of our service providers may be located outside Europe, such as the U.S. or Canada, and by providing personal information to us, you consent to your information being processed on our behalf in these countries. Be aware that the security of websites and email cannot be guaranteed and we accept no liability for any loss of data that occurs due to events outside of our control.

Third party websites

Our website and newsletter may contain links to third party websites. This policy only applies to our web site, so if you follow a link to a third party site, please make sure you read the privacy policy on that site. We do not accept any responsibility for third party sites.

Who we are

This website is the property of Richmond Mindfulness Meditation Group, a not-for-profit organisation. You can contact us by using our website contact form, or by email to info@richmondmeditation.org.uk

Any changes we make to this privacy policy will be posted on this page, so please check back from time to time.

Last updated: January 2016