

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
- delete your information if you wish to exercise your right “to be forgotten”
- let you know if any data privacy breaches occur.

We are committed to protecting and respecting your privacy.

What information is collected?

Information we ask for

When you contact us to attend our Group, and subsequently if you elect to join our mailing list we ask for your:

- name
- email address

and, 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:

- telephone contact number
- postal address (if you have asked us to write to you or if a meeting is being held at your home)

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

Information that is collected automatically by our service providers

Our website uses cookies – small text files that are placed on your device to provide you with a better user experience when using our site. In general, cookies are used to retain user preferences, and provide anonymous tracking data to third party applications such as Google Analytics. As a rule, cookies will make your browsing experience better.

However, you may prefer to disable cookies on this and other sites. The most effective way to do this is to disable cookies in your browser. Consult the Help section of your browser (or take a look at the [All about Cookies website](#)) which offers guidance for managing cookies.

However, in a few cases some of our website features might not function properly if you disable cookies.

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 contains 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 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 communications.

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 and not for selling or promoting any goods or services

We use reputable third parties to process your information on our behalf (for example Google's Gmail and Mailchimp). We believe these companies operate appropriate data privacy arrangements and you can access their data privacy policies from their websites.

How long will you keep my information?

The information you provide is retained until you request us to remove it.

How secure is the information I give you?

RMMG takes the care of your data seriously and seeks to ensure your personal information is protected. Where we use other parties to handle your data (as named in this document), we chose well-known and widely-used organisations

In today's cyber environment, it is unfortunately not possible to guarantee completely against loss, misuse or alteration of data, for example in the event of a successful cyber-attack. However, should this scenario arise, we will contact you as soon as possible giving full details of any data that has been compromised.

The right to be forgotten

You have the right to be 'forgotten', which means that if you request us to, we will remove all the data that we hold on you from our systems.

How can I see what information you hold on me?

Under the General Data Protection Regulation (which effective from May 2018) you can request a report detailing the information we hold about you. To obtain a report, please contact us via email at info@richmondmeditation.org.uk

We aim to issue an initial response to all enquiries within fifteen working days, and will offer a full response to all information access requests within a month. If we require additional time, we will keep you informed.

The following information will be required before your access request is granted:

- Your full name and contact details
- Your relationship to RMMG
- A copy of your passport or national ID card

Reports will be sent by email or post. We reserve the right to charge a reasonable administrative fee for additional copies of the same information.

Third party websites

Our website and newsletter may contain links to third party websites. This data privacy 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

Richmond Mindfulness Meditation Group, is a not-for-profit organisation established in 1997. 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: 1st May 2018