

# Privacy Policy

As we deliver *Contemplative Group Dynamics*, a group mindfulness-awareness practice, we are committed to protecting and respecting the privacy of our trainees. We comply with the Data Protection Act 1998 and the General Data Protection Regulations 2018.

This Policy explains when and why we collect personal information, how we use it and how we keep it secure. We will review this policy regularly and, where necessary, make updates to ensure it accurately reflects how we use your data. We will notify you if there are changes which affect how your data is processed.

We hope this policy helps you to understand how we use your data. If you have any questions, you can contact us by one of the following methods:

Email: [lawrence.ladden@gmail.com](mailto:lawrence.ladden@gmail.com)

Telephone: +44 7740 390389

## What Information Do We Collect?

We collect personal information such as your name and contact information (address, email address, phone number). Depending on the course being applied for, we may also ask you to provide information relating to personal circumstances, professional or educational experience and current occupation where relevant to the training course.

This information is gathered on the basis that the information we are processing is provided because it is in the legitimate interest of both ourselves and you (the trainee or potential trainee) to be used so the course can be delivered. It will only be used to assess your suitability for the training that has been applied for.

When an individual's data is initially collected, eg. via an online booking or by being inputted manually the individual will be made aware of the use which will be made of their information, by using the 'Privacy Notice' below and of this data protection policy.

## Privacy Notice

The data you provide to *Contemplative Group Dynamics* will be stored securely and will be used for the purposes of administering your attendance on courses and supporting your continued engagement with the work of *Contemplative Group Dynamics* in accordance with our data protection policy, which can be downloaded from the *Contemplative Group Dynamics* website and is in accordance with the UK Data Protection Act. To support your engagement with us we will contact you from time to time via email to support your ongoing group mindfulness-awareness practice, including details of upcoming courses, which may be of interest to you. You can opt out of receiving emails from *Contemplative Group Dynamics*, at any time, by clicking the 'Unsubscribe' link at the bottom of our emails or by contacting [lawrence.ladden@gmail.com](mailto:lawrence.ladden@gmail.com)

## How Long Do We Keep Your Information?

Your registration form data will be deleted after attending a training event. If you have opted in to receive information your email address will be kept. We review our retention periods for personal information on a regular basis.

Emails to and from *Contemplative Group Dynamics* course participants or other individuals making enquiries will be reviewed after a period of 1 year and if no longer necessary for the purposes will be deleted.

If you use our website enquiry service we will ask you to provide us with your name, a method of contacting you and information about your enquiry into our services. We will only use this information to respond to your enquiry. Enquires will be reviewed after a period of 1 year and if no longer necessary for the purposes will be deleted.

## Keeping Your Data Secure

In order to ensure we keep your personal information as secure as possible, your data is only accessed by authorised members of staff only for purposes relating to the delivery of our training services. Registration data is collected on a Google Form with secure password protection. Emails are kept on the Mailchimp server.

## Who Has Access To Your Information?

### 1. Training Staff

Personal data will be shared only among training staff.

## 2. IT and Technical Providers

In processing your personal information we use the following third-party technical providers:

### 3. Survey Monkey

We may use a platform called Survey Monkey to process feedback questionnaires which are completed by our trainees. The questionnaires are completely anonymously so we do not share identifiable information with Survey Monkey. Survey Monkey servers are based outside of the EU/EEA and the platform complies with GDPR standards.

### 4. Moodle/Amazon Web Services

We may use Moodle to provide the trainees on some of our courses with an online learning environment. The Learning Hub includes readings and course documents which trainees are required to access. This is a restricted access area and in order to set up a user account your name and email address is shared with Moodle. Learning Hub data is stored in cloud server (EU based) provided by Amazon Web Services.

### 5. Zoom-Online Supervision and Consultation

Some courses or supervision/consultation may meet online via the 'Zoom' video platform. Zoom uses end-to-end encryption and is GDPR and HIPAA compliant.

When joining by computer or phone there is some device information which is collected for technical delivery purposes only and this is retained for seven days. Information provided by the telephone service provider when participants connect via phone is retained for 24 hours only for technical delivery purposes. During these retention periods this information can only be accessed with the express written permission of *Contemplative Group Dynamics* training staff.

- Participant name (as entered by the participant when joining zoom)/ phone number
- Device type eg Mac/ Windows
- Public IP address
- Location (20 mile radius)
- Network type eg wifi or wired
- Microphone type eg built-in
- Speaker type eg built-in
- Camera type
- Data centre
- Connection time
- Join and leave time

## 6. Mailchimp - Marketing and Mailings

If you have consented to receiving information from us on our courses or related activities via email, we will use a software package called Mailchimp to do this. Your name and email address will be shared with Mailchimp who will store your information on servers are based in the United States. Mailchimp conforms to GDPR compliance standards and will not use your data for purposes other than the purpose of sending you our emails.

## Links To Other Websites

Our website may contain links to other third-party websites. This privacy policy applies only to *Contemplative Group Dynamics* website and activities, and we would ask you to read the privacy policy and notices of any other websites you visit via links from our website.

## Your Rights

The GDPR gives you certain rights in relation to the data we hold about you.

You can exercise the rights outlined below by contacting us:

Email: [lawrence.ladden@gmail.com](mailto:lawrence.ladden@gmail.com) Telephone: +44 7740 390389

### Under the GDPR:

- You can find out what information we hold about you
- You can access a copy of the information we hold about you
- You can rectify any inaccurate or incomplete personal data
- You have the right to object to our processing of your personal information
- You can also ask us to delete or restrict how we use your personal information, but this right is determined by applicable law
- You have the right to appropriate decision making
- You can complain to a regulator if you think we have not complied with data protection laws. You can lodge a complaint with the [Information Commissioner's Office](#)

## Marketing

We will not sell or rent your information to third parties for marketing purposes. You have a choice about whether or not you wish to receive information from us.

If you change your mind at any time and no longer wish to receive information from us, you can exercise the rights at any time by contacting us by email at: [lawrence.ladden@gmail.com](mailto:lawrence.ladden@gmail.com)

## Review Of This Policy

We keep this Policy under regular review. This Policy was last updated on 13 May 2018.