



# DALAI LAMA

Centre for Compassion

## Privacy Policy, The Dalai Lama Centre for Compassion and Compassion Matters project

The Dalai Lama Centre for Compassion is committed to protecting and respecting your privacy. This policy explains when and why we collect personal information about people, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

We will update this Policy from time to time, so please ensure that you are happy with any changes. By using our website, you agree to be bound by this Policy.

Any questions regarding this Policy and our privacy practices should be sent by email to the Executive Director, Jimi Slattery, at [contact@compassion-matters.org](mailto:contact@compassion-matters.org).

### Who are we?

The Dalai Lama Centre for Compassion is a charity dedicated to helping everyone live in a more compassionate and caring society. The Dalai Lama Centre for Compassion is a registered charity (no. 1164491) and company limited by guarantee (no. 9353205). The registered address is 17 Beaumont St, Oxford OX1 2NA.

### Accessing our site

*If you are aged 13 or under, please get your parent/guardian's permission beforehand whenever you provide us with personal information.*

Access to our site is permitted on a temporary basis, and we reserve the right to withdraw or amend the service we provide on our site without notice. We will not be liable if for any reason our site is unavailable at any time or for any period. From time to time, we may restrict access to some parts of our site, or our entire site, to users.

You are responsible for making all arrangements necessary for you to have access to our site. You are also responsible for ensuring that all persons who access our site through your internet connection are aware of these terms, and that they comply with them.

Any sensitive information (such as credit or debit card details) is encrypted and protected with the following software 128 Bit encryption on SSL. When you are on a secure page, a lock icon will appear on the bottom of web browsers such as Microsoft Internet Explorer.

Where we have given (or where you have chosen) a password which enables you to access certain parts of our websites, you are responsible for keeping this password confidential. We ask you not to share your password with anyone.

### Use of 'cookies'

Like many other websites, The Dalai Lama Centre for Compassion website uses cookies. 'Cookies' are small pieces of information sent by an organisation to your computer and stored on your hard drive to allow that website to recognise you when you visit. They collect statistical data about your browsing actions and patterns and do not identify you as an individual. For example, we use cookies to store your country preference. This helps us to improve our website and deliver a better more personalised service.



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It is possible to switch off cookies by setting your browser preferences. For more information on how to switch off cookies on your computer, visit our full cookies policy. Turning cookies off may result in a loss of functionality when using our website.

### **Links to other websites**

Our website may contain links to other websites run by other organisations. This privacy policy applies only to our website, so we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website.

In addition, if you linked to our website from a third party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third party site and recommend that you check the policy of that third party site.

### **Ownership of Content**

Our site and all its contents including, but not limited to, the text, the site (as well as the organisation and layout of the site), design, logos, graphics, icons and images (the "Content") are owned and copyrighted by The Dalai Lama Centre for Compassion or others (including our licensors) with all rights reserved unless otherwise stated. All trade marks, copyright, database rights, design rights, patents and other intellectual property rights (together "the Rights") in the Content that is made available for download from the site are owned by us or our licensors or are otherwise used by us as permitted by applicable law.

Except with relation to free or subscribed educational resources disseminated via the website, any Content that is a trademark, logo or service mark is also a registered or unregistered trademark of The Dalai Lama Centre for Compassion and/or third parties. Nothing contained in these terms of use shall be construed as conferring in any way (express or implied) any licence or right to use any Rights of the Centre or any third party. Where the Content is owned or copyrighted by a third party, certain additional restrictions may apply. Where these apply, they will be indicated on the relevant part of this site.

### **Our site changes regularly**

We aim to update our site regularly, and may change the content at any time. Similarly, the terms in this document may vary at any time.

### **Information about you and your visits to our site**

We process information about you in accordance with our Privacy Notice below. By using our site, you consent to such processing and you warrant that all data provided by you is accurate.

### **Viruses, hacking and other offences**

You must not misuse our site by knowingly introducing viruses, trojans, worms, logic bombs or other material which is malicious or technologically harmful. You must not attempt to gain unauthorised access to our site, the server on which our site is stored or any server, computer or database connected to our site. You must not attack our site via a denial-of-service attack or a distributed denial-of service attack.

By breaching this provision, you would commit a criminal offence under the Computer Misuse Act 1990.



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We will not be liable for any loss or damage caused by a distributed denial-of-service attack, viruses or other technologically harmful material that may infect your computer equipment, computer programs, data or other proprietary material due to your use of our site or to your downloading of any material posted on it, or on any website linked to it.

### **Website analytics**

Our website uses Google Analytics. This provides information about your use of the website and is stored by Google on servers in the United States. Google will use this information for the purpose of evaluating your use of the website, compiling reports on website activity for website operators and providing other services relating to website activity and internet usage.

Google may also transfer this information to third parties where required to do so by law, or where such third parties process the information on Google's behalf. Google will not associate your IP address with any other data held by Google. By using this website, you consent to the processing of data about you by Google in the manner and for the purposes set out above. For more details please read Google's Analytics overview.

You can always opt-out of Google Analytics cookies by using Google's opt-out tool.

### **Jurisdiction and applicable law**

The English courts will have non-exclusive jurisdiction over any claim arising from, or related to, a visit to our site although we retain the right to bring proceedings against you for breach of these conditions in your country of residence or any other relevant country.

These terms of use and any dispute or claim arising out of or in connection with them or their subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales.

Your use of any Content, except as provided in the terms of use, without our written permission is strictly prohibited and we will enforce our intellectual property rights to the fullest extent permitted by the law.

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## **Privacy Notice**

The Dalai Lama Centre for Compassion is the data controller in respect of all personal data collected by the charity. Data controllers are legally responsible for ensuring that personal data they obtain is processed in full compliance with the 2018 General Data Protection Regulations (GDPR).

By using this website and/or giving personal data to us, you indicate that you consent to us using your personal data in accordance with this Privacy Notice.

### **What information do we collect**

We will usually collect basic personal data about you, including your title, name, email address and postal address. If we need to collect any other information from you, we will be very clear with you about our reason for collecting it. Please let us know if the personal information that we hold about you needs to be updated.



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We obtain information about you when you use our website, for example, when you contact us about services, to make a donation, participate in our The Dalai Lama Centre for Compassion course in a school or if you register to receive one of our newsletters. We may also collect personal information when you get in touch by phone, make a donation, or interact with us via social media. We may obtain personal data face-to-face, electronically, on paper (such as any form you complete – including any online form or application) or verbally (such as during any telephone conversations we have with you).

From time to time, in order to undertake legal due diligence or to improve the quality of interactions which you have with the charity, we may undertake limited proactive research from public sources such as Twitter or search engines.

If you or your schools participate in a CM course we will collect data from participating schools about their experience and how the course has impacted on them.

### **Who has access to your information?**

We will not sell or rent your information to third parties. We will not share your information with third parties for marketing purposes. We do not sell personal data. We do not transfer personal data outside of the United Kingdom.

We may occasionally, appoint other organisations to carry out some of the processing activities on our behalf. These may include, for example, technology hosts or printing companies. In these circumstances, we will ensure that your personal data is properly protected and that it is only used in accordance with this Privacy Notice.

### **Why we need your information**

We need to collect some personal information to allow us to offer our services to you and to comply with our legal and financial duties. We will only collect the minimum amount of information necessary to provide a service to you, or comply with our legal responsibilities.

Personal information may be collected and processed for the following purposes:-

- seek your views or comments or share updates with you on the services we provide;
- notify you of changes to our services;
- send you communications which you have requested and that may be of interest to you;
- in order to further the legitimate interests of the charity.

We aim to retain data on individuals for no longer than four years before it is deleted or anonymised or unless there is another agreement with the individual schools.

You have a choice about whether or not you wish to receive information from us. If you do not want to receive direct marketing communications from us then you can select your choices by ticking the relevant boxes situated on the form on which we collect your information.

We will not contact you for marketing purposes by email, phone or text message unless you have given your prior consent. We will not contact you for marketing purposes by post if you have



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indicated that you do not wish to be contacted. You can change your marketing preferences at any time by contacting us by email: [contact@compassion-matters.org](mailto:contact@compassion-matters.org).

## Data Security

Personal data is not stored anywhere other than in our secure email accounts, and on password-protected charity IT systems.

## Your Rights

You have a number of rights in connection with your personal information. These include the right to:

- instruct us to provide you with any personal information we hold about you;
- ask us to rectify information you think is inaccurate or to complete information you think is incomplete;
- request the deletion of your personal data where there is no compelling reason for us to continue processing it;
- object to the continued processing of your personal data for marketing purposes;
- ask that we transfer the information you gave us to another organisation, or to you.

If you would like to access the rights listed above, or any other rights over your data under current legislation, please get in touch with us.

Notwithstanding the above, we may withhold personal information that you request to the extent permitted by law.

## Reporting Concerns

If you believe that we are not processing your personal data in accordance with the law, you can complain to the Information Commissioner's Office (helpline number 0303 123 1113 or online via the ICO website: [www.ico.org.uk](http://www.ico.org.uk)).

## Changes to this Privacy Notice

Privacy laws and practice are constantly developing and we aim to meet high standards. Our policies and procedures are, therefore, under continual review. We will ensure our website has our most up to date policy and suggest that you check this page periodically to review our latest version.

## Queries

Please email us at [contact@compassion-matters.org](mailto:contact@compassion-matters.org). The Dalai Lama Centre for Compassion is the Data Controller. The Data Protection Officer is Mr Jimi Slattery, Executive Director, Compassion Matters.