

# privacy policy

**date of last revision: 7.1.2019**

## privacy

**The Sheffield Buddhist Centre takes the issue of your online privacy seriously.** If you have any questions concerning our privacy policy that are not addressed here, please contact as below:

## by post or in person

Dharmacarini Satyajyoti  
Chair of trustees  
Sheffield Buddhist Centre,  
Howard Road, Walkley  
Sheffield S6 3RT

## telephone

0114 2349994 (Sheffield Buddhist Centre office)

If we can't answer your call do leave a message and we will get back to you as soon as we can.

## email

[Click to send us an email](#)

## information collection and use

Sheffield Buddhist Centre collects information you provide such as name, contact details and email address for which you gave your consent when you signed up to receive emails from us. You are not required to provide this information except when booking a course, workshop or making any other online purchase. We use your contact details so that we can contact you in case of issues with changes to classes, payment and similar circumstances and to send you news or information. We use your banking details to process donations you have made us and to send you a receipt for such donations. We also use your personal data to claim Gift Aid, if applicable.

Sheffield Buddhist Centre also collects information about your use of our website including IP address, how much time you spend on the site and what you like to view, from both registered users and general visitors to the site. This data is used solely to manage the website, track usage and improve our website services. This information does not identify the user personally and may be shared with third-parties to provide more relevant services, for example with google analytics.

We keep your data until you inform us that you no longer wish to remain on our database.

## email opt in/opt out

We may use your email address to send emails with news and information regarding our classes, offers and events. However, we will only do so if you have given us your permission. If you change your mind at a later date simply click on the word 'Unsubscribe' on an email sent via mail chimp, or contact the office directly [here](#).

## links

Our website or some emails may contain links to other websites which you may find useful or of interest. We are not responsible for the privacy policies and/or practices on other sites. When linking to another site, the user should satisfy themselves as to the privacy policy stated on that site. Our privacy policy only governs information collected on our site.

## correcting, updating or removing personal information

Anybody attending events at the Sheffield Buddhist Centre may modify or remove any of their personal information at any time by contacting the centre directly using the contact details shown above and on the 'Contact Us' page of this site. You can also request that we give you a copy of the data we hold on you in a machine-readable format.

## sharing and disclosure of information we collect

**We will never sell or trade your personal data or disclose your personal information to any third party unless we believe that disclosure is necessary:**

1. To conform to legal requirements
2. To protect our rights
3. To protect the safety of members of the public or those attending the Buddhist Centre
4. The dharmachakra servers that hosts all EU Triratna websites are located in the UK. All non-EU dharmachakra websites are located on a server in the US; and the Google cloud account has legally adequate Safe Harbour provisions in relation to EU data laws.

## use of cookies

www.sheffieldbuddhistcentre.org automatically collects cookies to store visitors' preferences and to record session information, based on browser type and user profile information. This is to help us understand how people are using our website, so that we can make improvements in the future. The only personal information collected is the user's I.P address, and we will not use this information for tracking, advertising or contacting the user, and it will not be shared with any other party. It is possible to change your cookie preferences; check the "Help" menu of your browser to learn how to change these.