**School of Mindfulness Data Privacy Notice**

This privacy notice was created on 24th May 2018.

**What is personal data?**

**Personal data** means data which relate to a living individual who can be identified –

(a) from those data, or

(b) from those data and other information which is in the possession of, or is likely to come into the possession of, the data controller,

and includes any expression of opinion about the individual and any indication of the intentions of the data controller or any other person in respect of the individual.

**https://ico.org.uk/for-organisations/guide-to-data-protection/key-definitions/**

**Introduction**

This privacy notice tells you how we use your personal data when you visit our website, buy our services and contact us. We recommend that you read this notice so that you are aware of why and how we use your data.

At School of Mindfulness privacy is important to us and those we work with. We want to ensure that clients feel confident in their interactions with us. In this document we clarify what kinds of information we collect, how we use that information, and how we secure your data. This applies to subscriptions to our website, email correspondence, and bookings.

If you have any further questions, you can contact us directly.

**Who are we?**

School of Mindfulness is directed by Michael Atkinson who manages the website, bookings and email correspondence. An associate to the business is Dr Lucy Harrison, who runs a separate business, MBCT North-East. Lucy has no access to website data or bookings via School of Mindfulness although gains access to email correspondence pertaining to MBCT North East that comes through School of Mindfulness. On the occasion of collaboration with School of Mindfulness, Lucy may have access to basic booking data such as names of clients.

**What information do we collect?**

We collect data when users subscribe to our website, when clients book a course or workshop, or when clients knowingly provide their contact details to us at an event we put on or via email. When someone subscribes to our website, we gain access only to their email address. Others may knowingly provide us additionally with their name via other means stated above. When a client books a course or workshop via the PayPal button, we gain access to the following information provided by PayPal: Name, email address and home address. This is held securely in email form on a password protected computer and is not shared with anyone. We do not use the home address for any further correspondence.

For subscriptions and bookings we use Wix, which is a an online platform for creating and managing your own website (wix.com), who have their own privacy policy: https://www.wix.com/about/privacy

**How do we use personal information?**

At School of Mindfulness we use personal data:

* To deliver marketing and events communication in the form of a monthly newsletter.
* To ensure that we have a record of client bookings (e.g. for tax purposes).
* To correspond via email to arrange meetings, offer support and provide specific information on courses and workshops.

Those who have subscribed via our website, we assume have consented to receiving occasional email correspondence.

The option to unsubscribe is provided at the bottom of Wix ‘Shout Out’ newlsetters.

Please contact us if you have any further questions on how we use your personal data.

**When do we share personal data?**

We treat personal data confidentially and do not share it with third parties.

**Where do we store and process personal data?**

Personal data is stored within the Wix website manager. See their privacy policy here: https://www.wix.com/about/privacy

**How long do we keep your personal data for?**

We retain data for no longer than reasonably necessary; that is until a client unsubscribes or contacts us to have their information deleted.

**Your rights in relation to personal data**

At School of Mindfulness we respect your rights to access and control your personal data. You have the right to:

* access personal information
* correct and delete information.
* withdraw of consent.

To exercise this right please contact us directly via email.

**Linking to other websites / third party content**

Any links we provide to external sites and resources from our website does not constitute endorsement of them. We take no responsibility for the content (or information contained within) any linked website.