

Dragon Bell Temple Privacy Policy

Dragon Bell Temple (DBT) is committed to protecting your privacy. This statement is made in the light of the requirements of the General Data Protection Regulations in order to advise you of DBT's data processing practices which will govern the processing of your data. If you have any queries about this statement, please contact us at:

Dragon Bell Temple
Cross Farm
Drewsteignton
EX6 6PA

What information do we collect from you?

The types of information we may collect includes: your name, e-mail address, postal address, telephone number, mobile number, and bank details if you fill in a standing order.

When do we collect information?

We obtain personal information from you when you give us a Gift Aid Declaration or make a standing order. We also obtain information if you have a contract with us. There is an opt-in group email list, a website subscription list and the website stores information you give if you register with it.

How do we use this information?

If you have given us a Gift Aid Declaration the details on it will be submitted to HM Revenue and Customs when the charity makes a Gift Aid claim for any donations you have given us. HM Revenue and Customs oblige us to retain a Gift Aid Declaration for 6 years after a claim is made.

We send the information you give us on a standing order to your bank.

If you have a contract with the DBT we have to legally keep information to fulfil our obligations.

We use your email, phone number or address if you wish to be contacted about updates about DBT meetings.

Registering with the website allows access to booking for some calendar events.

We will never sell, rent, or share your personal information with any other person or organisation.

Security precautions are in place to protect the loss, misuse, or alteration of your information.

We take appropriate measures to ensure that the information disclosed to us is kept secure, accurate and up to date and kept only for so long as is necessary for the purposes for which it is used, as stated above.

When you give us personal information, we take steps to ensure that it is treated securely.

Paper records are stored securely.

Records are kept on secure computers and accessed through password protected devices.

Who has access to your information?

As indicated above, we may pass your information to our service providers. We may also need to disclose your information if required to do so by law. Data can be shared with the DBT trustees.

How you are able to access and update your information?

Please contact DBT using the details below, you can ask to see any of the information DBT stores about you. The accuracy of your information is important to us. If you change email address, or any of the other information we hold is inaccurate or out of date, please let us know.

Email us at: prior@dragonbelltemple.org.uk
or write to us at:
Dragon Bell Temple
Cross Farm
Drewsteignton
EX6 6PA

You have the right to ask for a copy of the information that DBT holds about you. We may need to charge for information requests to cover our costs in providing you with details of the information we hold about you.

How long will we keep your information?

We review our retention periods for personal information on a regular basis. We are legally required to hold some types of information to fulfil our statutory obligations (for example the collection of Gift Aid). We will hold your personal information on our systems for as long as is necessary for the relevant activity, or as long as is set out in any relevant contract you hold with us.

What are your rights?

If at any point you believe the information, we process on you is incorrect you can request to see this information and have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact us to have the matter investigated.

Email address: prior@dragonbelltemple.org.uk

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law, you can complain to the Information Commissioner's Office <https://ico.org.uk/>

Review of this Policy

We keep this Policy under regular review. This Policy was last updated: June 2022

Reviewed: