

#### **Privacy Policy**

The purpose of this statement is to set out how KADAMPA MEDITATION CENTRE ("KMC") MANCHESTER use and manage personal information that we may obtain about you. We take the responsibility of looking after your personal data very seriously and take the utmost care to ensure your data is secure.

KMC Manchester is registered in England (Registered Charity Number: 1038999) whose registered office is at 76 High Lane, Chorlton, M21 9XF.

KMC Manchester are registered as a data controller with the Information Commissioner's Office (Reference number ZA396000)

By registering as a user of any provided services from KMC Manchester you agree to the Terms and Conditions outlined below.

Personal Data Statement

We collect information about you when you:

- Set up a monthly subscription
- Sign up for the newsletter
- Register for the Study Programme

You will be asked to provide certain information such as your contact details. We will store this data and hold it electronically. We will use this data to fulfil our agreement with you. We may use information that you provide or that is obtained by us to contact you via:

- E-mail (If signed up to newsletter we will only ever contact you by email unless otherwise requested by you)
- Telephone
- SMS text message and other electronic messages such as picture messaging
- Or otherwise

We may give information about you to the following, who may use it for the same purposes as set out above:

• We have a duty to do so if the law requires.

We may contact you:

With offers and information about any courses we offer.



Or,

When you visit a KMC Manchester centre there will be an option to opt-in to receive marketing emails from us.

If you are not opted in to marketing communications we will only contact you with transactional information. For example, about:

- Changes to courses you have signed up for.
- Questions you have asked us.
- Reminder of a standing order that is due to come out of your account.

## Third party

KMC Manchester will not share data with any third party organisations for their own marketing purposes.

#### Access to information

You have the right to receive a copy of personal data (as defined in the Data Protection Act) that we keep about you by writing to: Data Compliance, 76 High Lane, Chorlton, M21 9XF or by email: info@kmcmanchester.org or via the Web: kmcmanchester.org

If you are concerned that any of the information we hold on you is incorrect please contact us on the contact details above.

Please be aware that our site may link to other web sites which may be accessed through our site. We are not responsible for the data policies or procedures or the content of these linked web sites.

Most websites you visit will use cookies to help customise your experience. Cookies are small text files that are placed on your computer by websites that you visit. They are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site.

## Use of cookies by KMC Manchester

Cookies are small text files that are placed on your computer by websites that you visit. They are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site. The table below explains the cookies we use and why.

Cookie Name Purpose	
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Email: info@kmcmanchester.org Web: www.kmcmanchester.org Registered In England No. 02866202 Charity No. 1038 999

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Universal Analytics (Google)	_gat _gid	These cookies are used to collect information about how visitors use our website. We use the information to compile reports and to help us improve the website. The cookies collect information in an anonymous form, including the number of visitors to the website and blog, where visitors have come to the website from and the pages they visited.  Read Google's overview of privacy and safeguarding data
Cloudflare	cfduid	The cookie is used to identify individual clients behind a shared IP address and apply security settings on a per-client basis. For example, if the visitor is in a coffee shop where there are a bunch of infected machines, but the specific visitor's machine is trusted (e.g. because they've completed a challenge within your Challenge Passage period), the cookie allows us to identify that client and not challenge them again. It does not correspond to any user ID in your web application, and does not store any personally identifiable information.  Read CloudFlare's privacy & security policy.
Google Analytics	gadwp_wg_default_dimension , gadwp_wg_default_metric	These cookies uses a fraction of the data that is collected by Google Analytics cookies and is used by system administrators.



Dev Stat	wp-settings-1, wp-settings- time-1	WordPress uses this cookie to customize your view of admin interface, and possibly also the main site interface.

# Third party cookies

We sometimes embed video content and photos from websites such as YouTube and flickr. Pages with this embedded content may present cookies from these websites. Similarly, when you use one of the share buttons on our website, a cookie may be set by the service you have chosen to share content through. You should check the relevant third party website for more information about these cookies.

# How to manage cookies

If you wish to restrict, block or delete cookies from our website - or any other website - you can use your browser to do this. Each browser is different so check the 'Help' menu of your particular browser to learn how to change your cookie preferences.

Please bear in mind that if you do this, certain personalised features of this website cannot be provided to you.

## Updates to this policy

This policy replaces all previous versions and is correct as of 16th May 2018. We reserve the right to change this policy at any time and will keep it up to date so please visit this page again to check for the latest version.

### Contact Us

If you have any questions about how we collect, keep and use your personal data please contact us.

Kadampa Meditation Centre Manchester 76 High Lane, Chorlton, M21 9XF T: 0161 861 7012 info@kmcmanchester.org www.kmcmanchester.org