



Why do you need my data?

This organisation needs to gather, process and store personal and sensitive data in order to deliver effective and personalised training and support to its customers. It is necessary for us to gather process and store data that allows us to contact, provide quotes and invoice our customers in accordance with the contractual and legal obligations of the GDPR. We will always request your consent to retain your data and hold a record of this file. Some of the information or data we require is mandatory, which means that we are required to collect by law as proof of income and this organisation's liability for paying tax.

What kind of information do you need and why?

Mindlight Meditation will only be collecting, storing and using the following types of personal and business data:

Name - The names of the person/s commissioning the service or purchasing training or event tickets. It will be stored for the purpose of booking, invoicing and follow up evaluations regarding the effectiveness of our training. Names of Course Participants will also be held for the insurance claim purposes and where agreed informing them of future events and courses.

Address - The addresses of course participants will be stored for the purposes of contact, invoicing and follow up evaluations.

Email addresses – The email addresses of course participants will be stored for the purposes of contact, communication and providing support to our customers. Some of these email address will be provided through our website Wix.com and will be subject to their own privacy arrangements.

Website – Our website will collect cookies for the purposes of providing an insight into site traffic and for statistical purposes.

Health – You will be asked questions about your state of health prior to the commencement of the course or event. This is to check that there are no contra-indications present. If you have one of the health conditions outlined this does not automatically exclude you from the event but does mean that we might contact you directly to find out more, in order to prepare a personalised risk assessment. This information will be held in a secure location for the duration of the course after which it will be destroyed.

Financial - Payments can be taken through the booking process on our website provided by Wix.com (for more information please refer to Wix.com Data Protection and GDPR policy for any financial transaction made online). For direct payments, MindLight Meditation will request payment through the BACS system and will not receive any of your banking information.

Where will my information be stored?

- On paper documentation – paper copies of quotes, invoices.
- On a PC
- On a mobile device - Laptop and Mobile Phone
- On the Wix.com site

Who will you share my information with?

The only time MindLight Meditation will need to share any of your information is for the purposes of meeting its legal or contractual requirements, i.e. supplying information to government bodies for tax purposes etc.

In the unlikely event that we are requested to share your information with any other person or organisation we will only share with your written permission.

However, there are a few legal circumstances in which we can share this information with another party this includes:

- If you disclose to me that you have broken the law
- If I feel that you are a danger to yourself (in this instance I would first urge you to consult with your GP)
- If I feel that you might endanger others.

Can I see my information/data?

You have the right to request to see the information that is stored about you. This is called the 'right of access'. You should put your request in writing to Bernadette Crane at MindLight Meditation. You will receive a reply within one month of your request.

Who do I need to tell if I think some of the information stored about me is wrong?

If you feel that some or all of the information we hold about you is wrong please contact the Bernadette Crane or the Information Commissioner's office, details are below:

Bernadette Crane MindLight Meditation 36 Washburn Close Bedford MK417YQ	Independent Commissioners Office Open Monday - Friday 9 a.m. to 5 p.m. Help Line: 0303 123 1113 https://ico.org.uk/concerns/ Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
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Your rights

- **The right to be informed** - of what information/data will be processed and why.
- **The right of access** - a request to see the information/data held about you.
- **The right to rectification** - to request that information/data be amended if it is inaccurate or incomplete.
- **The right to erasure** - request that information/data be removed if data no longer legally required.
- **The right to restrict processing** - an individual can limited amount of information/data processed about them, in certain circumstances.
- **The right to data portability** - allows individuals to obtain and reuse their personal information/data for their own purposes across different services.
- **The right to object** - to information/data being collected and processed that does not relate to a legal purpose or for legitimate purpose.
- **The right not be subjected to automated decision making, including profiling** - assumptions or decisions about you cannot be made without human involvement.