

International Dzogchen Community of Kunselling

Unit B, 14 Collent Street

Company number: 02527115

London E9 6SG

Charity number: 1019101

Website: [dzogchencommunityuk.org](http://dzogchencommunityuk.org)

## Privacy Notice

This privacy notice tells you what you may expect us to do with your personal information.

- [Contact details](#)
- [What information we collect, use, and why](#)
- [Lawful bases and data protection rights](#)
- [Where we get personal information from](#)
- [How long we keep information](#)
- [How to complain](#)

### Contact details

For all matters related to the way we handle your personal information, you may contact our Data Protection Officer via email: [dpo@dzogchencommunityuk.org](mailto:dpo@dzogchencommunityuk.org)

### What information we collect, use, and why

We collect or use the following information to manage your membership of the International Dzogchen Community UK (IDCUK), your participation in our courses and events, and the use of our facilities:

- Names and contact details
- Addresses

We collect or use the following information to manage any payments that you make to or receive from the IDCUK:

- Names and contact details
- Addresses
- Payment history  
(including membership fees, payments for courses and events, and reimbursement of expenses made)
- Taxpayer information (for Gift Aid purposes)

We collect or use the following personal information to keep you informed of what goes on in the IDCUK (membership information, courses and events):

- Email addresses

For this purpose, we maintain two email lists, one only for members, and another one for members plus for anyone else who subscribes to it through our website.

The email list system tracks what the recipients do with the messages we send to them. This is to provide us with feedback on how well our publicity efforts are performing and is not shared with any third parties. The information reported includes:

- Opening of the message
- Clicking links
- Unsubscribing
- Spam complaints
- Reading environment (desktop, mobile, webmail) and email client
- Country

## Lawful bases and data protection rights

Under UK data protection law, we must have a lawful basis for collecting and using your personal information. There is a list of possible lawful bases in the UK GDPR (General Data Protection Regulation). Which lawful basis we rely on may affect your data protection rights. You can find out more about lawful bases, and about your data protection rights on the website of the Information Commissioner's Office (ICO): <https://ico.org.uk>

Our lawful bases for collecting or using personal information to manage your membership of the IDCUK are:

- Consent

We have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.

- Legitimate interests

We're collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk of harm to anyone. All of your data protection rights may apply, except the right to portability.

Our legitimate interests include:

- Managing your membership of the International Dzogchen Community UK (IDCUK), your participation in our courses and events, and the use of our facilities.
- Managing any payments that you make to or receive from the community.
- Having your details also enables us to provide you with information relevant to your membership of the community.

## Our lawful bases for collecting or using personal information to manage any payments that you make to or receive from the IDCUK

- Consent (as above)
- Legitimate interests (as above):
  - Being a member of the Dzogchen Community involves our commitment to the teachings, as well as our generosity towards the community. A living community is essential for the survival of the teachings and for the development of ourselves as practitioners.
  - Membership fees are the most important source of income to support our activities.
  - For this reason, we need to record any payments that you make to the community or receive from the community, such as membership fees, payment for courses and events and for the use of community facilities, reimbursement of expenses you make on behalf of the community.
  - We also ask and record members' permission to claim Gift Aid on their financial contributions.

## Our lawful bases for collecting or using personal information to keep you informed about what goes on in the community are:

- Consent (as above)
- Legitimate interests (as above):
  - We use your details to keep you informed on what goes on in the Community, including the activities of the management group (Gakyil), and the courses and events we organise.

## Where we get personal information from

We only have personal information directly given to us by you.

## How long we keep information

We keep personal information relating to your membership of the IDCUK as long as you are a member. This also applies to subscription to the members' email list.

You can end your subscription to our general email list can at any time by clicking the unsubscribe button at the end of each message. We will then remove your email address from our database.

## How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow (Cheshire)

SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

Last updated 8 December 2024