

Privacy statement

How we use your information

Foundations of Buddhist Thought CIC (FBTCIC) will collect and use information that you provide when you register as a student with us and any information you provide via our website, email, phone, in person or via social media pages. We will use this information for delivery and administration of our courses and to ensure your safe attendance. In order to administer the courses and communicate with you, we will share your information with third parties that are integral to processing purchases and communicating with you via email or other media.

Where FBTCIC discloses your personal information to its agents or sub-contractors (including teacher assistants who work for us on a self employed basis) for these purposes, the agent or sub-contractor in question will be obliged to use that personal information in accordance with the terms of our data protection policy.

Where necessary to protect your vital interests (e.g. a medical emergency), or where legally required, it may be necessary for us to share your information with third parties.

Where you have given your consent, we may also use your information to send you details of our products and services and other marketing information. We will not share your information with any other party for these purposes and you can easily unsubscribe or manage what we send via a clearly visible link in our correspondence.

In addition to the disclosures identified above, FBTCIC may disclose your personal information to the extent that it is required to do so by law, in connection with any legal proceedings or prospective legal proceedings, or in order to establish, exercise or defend its legal rights.

Foundations of Buddhist Thought CIC will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information and to store all personal information you provide securely.

You should be aware that personal information that you submit for publication on our website or social media pages will be published on the internet and may be available around the world.

How long we keep your information

To comply with tax law, we keep any financial/purchase information for 6 years. We may keep your other information, such as registration information, progress, and email, in our system for over 10 years from the date of your last interaction with FBT. One advantage of this is that if you wish to pick up where you left off in your course of study, we may well have the records of your last course, enabling you to transition smoothly back into the programme. If we are legally permitted to do so, we will remove your information from our system if requested in writing. Please email admin@foundationsofbuddhistthought.org.

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Keeping your information safe

We have a number of security measures in place to make sure your information is kept safe, and is only used in the ways we have outlined above. Your personal information is contained behind secured networks and is only accessible by a limited number of persons who have special access rights to such systems and are required to keep the information confidential. These persons are all trained in data security and are legally obligated to conform to data security practices as outlined in our data protection policy. When you place orders or access your personal information, we offer the use of a secure server. All sensitive/credit information you supply is transmitted via Secure Socket Layer (SSL) technology and then encrypted into our databases to be only accessed as stated above.

Your rights

Your rights under GDPR are: right to be informed, right of access, right to rectification, right to erasure/to be forgotten, right to restrict processing, right to data portability, right to object and rights in relation to automated decision making and profiling.

Contact

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