

## **Tamalpa UK Privacy Policy**

**Tamalpa UK uses and protects any personal data you provide to us via our website, via telephone/Skype, in person or via our paper applications forms.**

**Whenever you provide such personal information, we will treat it in accordance with this policy and in accordance with all laws concerning the protection of personal information including the UK Data Protection Act 2018, the General Data Protection Regulation (GDPR) 2018 and the Privacy and Electronic Communications Regulations (PECR) 2003.**

**Tamalpa UK is a registered Community Interest Company registered in England and Wales - Company No.7890974.**

### **What personal data do we collect?**

During the use of this website and in order to receive e-newsletters and further information on our workshops, classes and training programmes you may be asked to actively submit or re-submit limited personal data e.g. your e-mail address, address.

We do not normally request sensitive personal data unless it is part of our Level 1 training programme application. The data we collect is limited to that which you provide to us.

### **Making payments and donations**

In paying for any of our workshops, classes, training programmes or any donations that you make to Tamalpa UK we request that this processed via a direct bank transfer. We do not store credit or debit card details, or PayPal account information.

### **How will this data be used?**

Data collected will be used only to send to you Tamalpa UK e-newsletters and other communications in relation to our workshops, classes and training programmes that you have requested further information about.

We keep a record of the workshops/classes or training programmes you have registered for and donations for a relevant period of time in accordance with the Data Protection Act 1998, and which may be required of us by law. At the end of this period your data will either be deleted completely or anonymised along with other data so that it can be used for analysis to better understand engagement with our workshops, classes and training programmes.

We may occasionally use your data to pursue our legitimate interests in a way which might reasonably be expected as part of running our business activities, and which do not materially impact your rights, freedom or interests. An example might be using what workshops/classes you have registered in the past to make available personalised offers if we have permission from you for direct marketing.

**We will not share your data with third parties in any way and under any circumstances, unless with your consent or if required to do so by law.**

## How is your data collected?

For users signing up to receive e-newsletters, a short online sign-up form requests your email address.

For participants and students registering for Tamalpa UK workshops, classes or training programmes, you will be asked to provide more information dependent on the kind of workshop, class or training programme you are enquiring about or registering for. This data is collected either online via our website, by telephone or via a PDF application form.

### How we use cookies

We collect non-personally identifiable data about users of our website using small files placed on your computer that are known as cookies. These cookies collect data about how you use and interact with the website – such as which pages are visited, and how long for.

### Third party cookies

Some of the content on our site is hosted by a third party, such as YouTube or Vimeo. Because this content is from another website, we do not control the setting of these cookies. If you want to change your cookie preferences, check the third-party websites for information on how to manage their cookies. For more information on how to manage, delete and control cookies on your computer visit: [www.aboutcookies.org](http://www.aboutcookies.org)

Viewing a video embedded on our Tamalpa UK that is hosted by Vimeo or YouTube may set cookies on your computer. More information is available at:

YouTube: <https://policies.google.com/privacy?hl=en>

Vimeo: <https://vimeo.com/privacy#cookies>

### Google Analytics

We use this facility to understand your interaction with our website, such as: the pages you visit; how long you spend on each page; how you got to the site; what you click on while you're visiting the site. We don't collect or store your personal information, for example your name or address through this facility and so this information can't be used to identify who you are. You can find an overview of Google's privacy policy at: <https://policies.google.com/privacy?hl=en>

## Your consent and how to stop us using your data

By using our website, signing up or ticking a box to receive e-newsletters, opting in to receive direct marketing, using our services and/or products you consent to the use of your information in the way(s) set out above. If we decide to change our privacy policy, we will let you know and provide the updated policy on this webpage.

Whenever you have given us consent to use your personal data, you have the right to change your mind at any time and withdraw that consent including that for direct marketing.

You can unsubscribe from our mailing list at any time using the 'unsubscribe' link at the bottom of each e-communication, and by this change, update or delete your mailing preferences on our system. You can also email us or write to us with an instruction to delete some or all of your data using the contact information below.

## Links to other websites

This website contains links to other websites. In using these links, you will be leaving the Tamalpa UK's website and as a result we have no control on the use of cookies, privacy or data security of these other websites. If in doubt, please read the privacy statement of the website being visited.

## Keeping your information secure

We aim to keep any personal data provided by you securely by using appropriately robust and password protected storage facilities. Our staff are provided with training about data protection and data handling.

Tamalpa UK uses MailChimp as Data Processors to manage mailing list and to distribute e-newsletters etc.

We cannot guarantee that MailChimp servers are located within the European Union, and as such they may not be subject to GDPR. However, we believe adequate steps are taken by the service provider to ensure data security as far as is reasonable. MailChimp have certified their agreement to the EU/US Safe Harbour Frameworks since 2007, guaranteeing protection of EU citizens' data within the USA and have committed to compliance with GDPR. You can read more about MailChimp Privacy Policies at

<https://mailchimp.com/legal/privacy/>

We will inform you in a timely manner if we have reason to believe the security of your data has been breached.

## Users under 18 years of age

If you are under 18, please make sure that you obtain your parent / guardian's permission beforehand whenever you provide personal information to Tamalpa UK. Users without this consent are not allowed to provide us with personal information.

## How to make a request to access your data

In accordance with law, we are obliged to provide you (as the 'data subject') with a copy of your personal data. Requests for your data can be made by email or post, using the contact details below.

We will ask you to provide evidence to prove that you are the data subject or are acting with the authority of the data subject. We will do this as soon as is practical, but certainly within the legal maximum of one month.

## Contact us

If you have any questions or require further information regarding this privacy policy contact us via email or via post:

Email: [info@tamalpa-uk.org](mailto:info@tamalpa-uk.org)

Postal address:  
Tamalpa UK  
14 Foreland Avenue  
Folkestone  
Kent  
CT196DS

*If you consider that we have not acted properly when using your personal information, you can contact the Information Commissioner's Office at [www.ico.org.uk](http://www.ico.org.uk)*