

Tiratanaloka Privacy Policy

Privacy

Tiratanaloka Retreat Centre takes the issue of your online privacy seriously. If you have any questions concerning our privacy policy that are not addressed here, please contact as below: by post or in person

Office Manager
Aberclydach House,
Talybont-on-Usk
Brecon
Powys
LD3 7YS

telephone
01874 676352

If we can't answer your call do leave a message and we will get back to you as soon as we can.

email office@tiratanaloka.org.uk

Information collection and use

When you contact us to ask for ordination, we collect your name and contact details to enter into our database. This database is the only list that exists of all women, outside of India, who have asked for ordination into the Triratna Buddhist Order. It is therefore an important resource in terms of planning the future of ordination training, being able to contact women who have asked for ordination and for looking at the prospective future of the Order. In addition to your contact details, we also ask for your date of birth, when you became a mitra and the date you asked for ordination. These extra bits of information are used to produce anonymised statistics to help us plan for the future. If you request ordination via another Order member (e.g. your local mitra convenor) we will ask them for as much of the above information as they have (and confirmation that you are happy to share this information), or contact you directly to ask for it. We also use the database to keep a note of which retreats you have attended with us and the year you first come on retreat. This information is for statistical and planning purposes only.

When you book a retreat online with us, our booking system asks for your contact details, any special requirements, and your next-of-kin information in case of an emergency when you are on retreat with us. This information is used in regard to the retreat in question and to check we have your correct address. We will use this information to contact you in case of issues with changes to retreats, payment and similar circumstances and to notify the responsible person in the team of any special dietary or other requirements.

When you book online via Paypal we receive an email from Paypal notifying us of the details of your payment. These details are used to check that payments have been made in case of questions, and to ensure that any refunds are made correctly.

Should you include a donation to our bursary fund with your payment, we keep a note of your name and the amount donated so that the correct amount can be entered into our financial records. We will use your personal information to claim Gift Aid if you have indicated that we can do so.

<https://tiratanaloka.org.uk> also collects information about your use of our website including IP address, how much time you spend on the site and what you like to view, from both registered users and general visitors to the site. This data is used solely to manage the website, track usage

and improve our website services. This information does not identify the user personally and may be shared with third-parties to provide more relevant services, for example with google analytics.

Use of contact details from the database

We may use your email address from the database to send important emails regarding ordination training. These emails are likely to be very infrequent and we assume that by asking for ordination you wish to allow us to contact you in this way. If this is not the case, please contact us and we will ensure that you are excluded from future communications.

Email news letter opt in / opt out

<https://www.tiratanaloka.org.uk/tiratanaloka-email-newsletter> provides a form which allows you to sign up to receive information from Tiratanaloka that we think may be of interest to you. If you sign up for this via our website, your name and email address are stored in the mailing programme YourMailingListProvider and we will send you periodic emails regarding our retreats and events and other information we think is relevant to those training for ordination. After you have signed up, you can unsubscribe at any time either via the website or by clicking on the unsubscribe option at the end of emails sent out in this way.

In 2022, we are also launching an appeal to fundraise for a bigger Tiratanaloka called and this project is called 'Tiratanaloka Unlimited'. Future Dharma Fund, who fundraise for various projects within Triratna, are processing any donations received for Tiratanaloka Unlimited on behalf of Tiratanaloka. After this appeal they will store the information for the time legally required and then they will delete that information.

Future Dharma Fund's communication officer will send us information about subscribers who wish to be kept updated on the progress of this appeal, and we will add those people to a mailing list to receive this information from us. Individuals can unsubscribe from the newsletter at any time. Instructions for unsubscribing from emails will be included in each email communication we send.

Links

<https://tiratanaloka.org.uk> contains links to other Triratna websites which you may find useful or of interest. We are not responsible for the privacy policies and/or practices on other sites. When linking to another site, the user should satisfy themselves as to the privacy policy stated on that site. Our privacy policy only governs information collected on our site.

Correcting, updating or removing personal information

Anybody attending events at Tiratanaloka Retreat Centre may modify or remove any of their personal information at any time by contacting the centre directly using the contact details shown above and on the 'Contact Us' page of the website. You can also request that we give you a copy of the data we hold on you in a machine-readable format. However if you wish to remove all your details from our database (as opposed to our optional mailing list) and your ordination request is still active, please be aware that this may cause some difficulties when you try and book on retreat as you will not be recognised as having asked for ordination.

Sharing and disclosure of information we collect

We will never share, sell or trade your personal data or disclose your personal information to any third party unless we believe that disclosure is necessary:

To conform to legal requirements

To protect our rights

To protect the safety of members of the public or those attending the Buddhist Centre To carry out the wider activities of the Tiratanaloka Ordination Team. This involves sharing information about women training for Ordination with other members of the Triratna College of Public Preceptors (who oversee ordinations into the Triratna Buddhist Order). It can also involve sharing information with private preceptors or Order Members at local Triratna Buddhist centres, who support these individuals in training for Ordination. Any personal emails or letters you send to us will not be shared outside of the Tiratanaloka team except with your permission.

Tiratanaloka Unlimited

Future Dharma are processing any donations received from donors for Tiratanaloka Unlimited on behalf of Tiratanaloka (in partnership with Tiratanaloka). Tiratanaloka Unlimited is a new project to fundraise for a bigger Tiratanaloka. After the fundraising appeal for Tiratanaloka Unlimited, Future Dharma will store the information for the time legally required and then they will delete that information.

Future Dharma's communication officer will send us information of subscribers to Tiratanaloka Unlimited, who we will add to our mailing list. Individuals who have subscribed for updates on the progress of the Tiratanaloka Unlimited project will receive regular updates from us.

Use of cookies

<https://tiratanaloka.org.uk> uses cookies to store visitors' preferences and to record session information, to customise newsletter, advertising, and web page content based on browser type and user profile information. We do not link the information we store in cookies to any personally identifiable to notify you when a cookie is set. Each browser is different, so check the "Help" menu of your browser to learn how to change your cookie preferences. However, you will need to enable cookies from <https://tiratanaloka.org.uk> in order to use some functions on the site.

	Document History	
Version 1.0	May 2018	First version
Version 1.1	June 2022	Updated to add information about Tiratanaloka Unlimited
Version 1.2	April 2023	Updated to add information about Tiratanaloka Unlimited