

# Telford Buddhist Priory

## Privacy Policy

### Introduction

Telford Buddhist Priory (the Priory) is committed to protecting people's privacy, and this policy describes how it does so. The policy covers two areas:

- When visiting Telford Buddhist Priory, you may ask to speak confidentially about your Buddhist practice with the Prior (or another senior monk). We refer to this as spiritual guidance or spiritual counselling.
- Conformance to General Data Protection Regulations (GDPR).

If you have any queries about this policy, please write to:

Telford Buddhist Priory  
49, The Rock  
TELFORD  
TF3 5BH

email: <https://www.tbpriory.org.uk/contact/>

### Spiritual Counselling

The Prior at Telford Buddhist Priory is a senior member of the Order of Buddhist Contemplatives (OBC), which has published guidelines for spiritual guidance (or counseling) and teaching relationships.<sup>1</sup> The key paragraph concerning privacy is:

A healthy spiritual counseling relationship involves confidentiality and privacy. If the teacher however feels it to be necessary, they may consult with a fellow teacher about a concern that has arisen from counseling a student. Also, a student may need to take refuge by talking about their spiritual counseling with another trusted teacher or practitioner. Teachers should not require secrecy of a student that prohibits them from taking refuge with a third party if they have concerns about any aspects of their teacher student relationship.

If you request spiritual guidance from the Prior at Telford Buddhist Priory, or another senior OBC monk, you can expect them to treat your personal information as described above. If they record any of the information you tell them, the record will be kept secure in the same ways as GDPR data, see below.

### GDPR

In conformance with the General Data Protection Regulations, this statement describes the Priory's data processing practices which govern the processing of your private data.

*What information do we collect from you?*

The types of information we may collect includes: your name, e mail address, postal address, telephone number, mobile number, and bank details if you fill in a standing order.

*When do we collect information about you?*

We obtain personal information from you when you give us a Gift Aid Declaration or make a standing order. With your permission, we may add you to our mailing list. We also obtain information if you have a contract with us.

#### *How do we use this information?*

If you have given us a Gift Aid Declaration the details on it will be submitted to HM Revenue and Customs when the charity makes a Gift Aid claim for any donations you have given us. HM Revenue and Customs oblige us to retain a Gift Aid Declaration for 6 years after a claim is made.

We send the information you give us on a standing order to the bank.

If you have a contract with the Priory we have to legally keep information to fulfil our obligations.

We will never sell, rent or share your personal information with any other person or organisation.

#### *Security precautions to protect against loss, misuse or alteration of your information*

We take appropriate measures to ensure that the information disclosed to us is kept secure, accurate and up to date, and kept only for as long as is necessary for the purposes for which it is used, as stated above.

Paper records are kept in a locked cabinet.

Computer records are kept on secure computers and accessed through password protected devices.

While we make sure to keep your data safe, no data transmission over the Internet is 100 percent secure. We can't guarantee the security of any information you send us and you do so at your own risk.

#### *Who has access to your information?*

As indicated above, we may pass your information to service providers, such as our bank. We may also need to disclose your information if required to do so by law. Mailing list data may be shared with the Priory trustees.

#### *How you can access and update your information*

You have the right to ask for a copy of the information that the Priory holds about you: send a request by email, or write to us, at the address given above.

The accuracy of your information is important to us. If you change email address, or any of the other information we hold is inaccurate or out of date, please email or write to inform us.

#### *How long will we keep your information?*

We are legally required to hold some types of information to fulfil our statutory obligations (for example the collection of Gift Aid). We will hold your personal information on our systems for as long as is necessary for the relevant activity, or as long as is set out in any relevant contract you hold with us.

#### *What are your rights?*

If at any point you believe the information we process on you is incorrect you can request to see this information and have it corrected or deleted. If you wish to raise a complaint on how we have handled

your personal data, you can email or write to us at the address given above to have the matter investigated.

If you are not satisfied with our response, or believe we are processing your personal data not in accordance with the law, you can complain to the Information Commissioner's Office at <https://ico.org.uk/>

### **Adoption and Review**

Version 5.0 of this Privacy Policy was adopted by the trustees of the Priory on 22 January 2025. It is reviewed by the trustees annually and updated as required.

File: TBP Privacy Policy v5.0.pdf