

# Angulimala, the Buddhist Prison Chaplaincy

Reg. Charity No. 1174475

## Privacy Policy

Angulimala, the Buddhist Prison chaplaincy is committed to protecting your privacy. This statement is made in the light of the requirements of the General Data Protection Regulations in order to advise you of Angulimala's data processing practices which will govern the processing of your data. If you have any queries about this statement please contact us at:

The Forest Hermitage  
Lower Fulbrook  
Sherbourne  
CV35 8AS

### **What information do we collect from you?**

The types of information we collect includes: your full name, date of birth, e-mail address, postal address, telephone number, mobile number, Nationality, profession, Buddhist tradition and on occasion, National insurance number, Former names, the prisons you visit and CTC dates.

Your attendance at workshops if you are a chaplain.

Information you give us on the chaplain application form about your personal Buddhist practice.  
Personal Information you give us on the licensing document about your Buddhist practice detailing your on-going development as a Buddhist chaplain.

### **When do we collect information?**

We obtain personal information from you when you complete an Angulimala Membership form and/ or when you fill in a chaplain membership form.

Angulimala has a legitimate interest in processing the information you provide when we receive your completed membership form. We also have a legitimate interest in processing further information when you apply for or act as an Angulimala chaplain.

We obtain personal information when you submit a licensing document

We record attendance at workshops.

We collect your bank account details, sort code and account number, in order to repay your workshop travel expenses electronically when you give us that information.

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

We will use your personal information to enable us to nominate and appoint and maintain your on-going status as a Buddhist Chaplain and also for administration purposes. We will need to share your information with HMPS and their associated partners e.g SSCL

If you are an active chaplain you are a voting member of the Angulimala, the Buddhist prison chaplaincy charitable incorporated organisation and have rights in the constitution to be informed of General Meetings of the charity so you can vote.

If you are an associate member we would like to keep you informed of meetings and other Angulimala information.

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

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### **Security precautions in place to protect the 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 so long as is necessary for the purposes for which it is used, as stated above.

When you give us personal information, we take steps to ensure that it is treated securely.

Paper records are kept locked away.

Electronic records are kept on a password controlled and restricted access Google docs area. Google is GDPR compliant.

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

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

As indicated above, we may pass your information to our service providers, agents and associated organisations. We may also need to disclose your information if required to do so by law.

Data is shared with the Angulimala Spiritual Director, Secretary, Treasurer, the Angulimala CIO Trustees, the Clerical worker and Admin worker. Data is may also be shared with HMPPS

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

The accuracy of your information is important to us. We are working on ways to make it easier for you to review and correct the information that we hold about you. In the meantime, if you change email address, or any of the other information we hold is inaccurate or out of date,

Please email us at: [angulimala.privacy@angulimala.org.uk](mailto:angulimala.privacy@angulimala.org.uk)

or write to us at:

The Forest Hermitage

Lower Fulbrook

Sherbourne

CV35 8AS

You have the right to ask for a copy of the information Angulimala hold about you (we may charge for information requests) to cover our costs in providing you with details of the information we hold about you.

### **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 contact us to have the matter investigated. [angulimala.privacy@angulimala.org.uk](mailto:angulimala.privacy@angulimala.org.uk)

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 <https://ico.org.uk/>

### **Review of this Policy**

We keep this Policy under regular review. This Policy was last updated in May 2018.