

# KRISHNAMURTI FOUNDATION TRUST

The Krishnamurti Centre

## DATA PROTECTION POLICY

Last Review Date	August 2020
Policy endorsed by	The Trustees, Directors and Bursar
Policy is maintained by	Bursar and Centre Coordinator
Next review date	August 2021
Review body	Bursar and Centre Coordinator

Krishnamurti Foundation Trust Ltd is the legal entity and is the "data controller". There are four departments in the Trust and we have put in place structures in each department to upload the data subject's rights. Only information related to ancillary functions is shared between departments. This policy is for the Krishnamurti Centre department (Centre).

This policy is reviewed annually and recognises that in May 2018 the new EU General Data Protection Regulations (GDPR) And Data Protection Act 2018 came into effect. Although the principles of the new legislation remain broadly the same as current arrangements, the importance of how organisations manage data protection is emphasised and recognised by the Centre.

### WHAT THIS PRIVACY NOTICE IS FOR

This policy is intended to provide information about how the Centre will use (or "process") personal data about individuals, including its volunteers, publishers, agents, Information Centre and International Committees.

This information is provided because Data Protection law gives individuals rights to understand how their data is used. Staff and volunteers are all encouraged to read this policy and understand the Centre's obligations to its community.

Anyone who works for, or acts on behalf of, the Centre (including staff, volunteers, governors and service providers) should also be aware of and comply with the Data Protection policy for staff, which can be found in the Staff Handbook, the section on confidentiality and disclosure of information.

### RESPONSIBILITY FOR DATA PROTECTION

The Centre has appointed the Bursar as the lead for Data Protection and in conjunction with the Centre Coordinator and Directors, they will endeavour to ensure that all personal data is processed in compliance with this policy and the Acts.

## **KRISHNAMURTI FOUNDATION TRUST**

### **TYPES OF PERSONAL DATA PROCESSED BY THE CENTRE**

This will include, by way of example:

For guests:

- Contact details (for example, last name, first name, telephone number, email);
- Your arrival and departure dates;
- Your preferences and interests (for example, type of room, purpose of stay (theme weekend), dietary requirements, etc)
- Your questions/comments, during or following a stay in one of our establishments.

Credit card details are not retained and only used for processing the transactions as per the PCI DSS (MID412432).

For volunteers:

- Contact details (for example, last name, first name, telephone number, email);
- Personal information (for example, date of birth, nationality);
- Copy of photo ID;
- Disability (for consideration of task)

We do not deliberately collect sensitive information, such as information concerning race, ethnicity, political opinions, religious and philosophical beliefs, union membership, or details of health or sexual orientation.

### **HOW DATA IS COLLECTED**

Personal data may be collected on a variety of occasions, including:

- Booking a room via our website or by telephone or email;
- Signing up to receive the Centre Newsletter or other publications of the Foundation;
- Providing feedback after your stay;
- Requests, complaints and/or disputes;
- When volunteers express interest to volunteer at the Centre;
- Feedback from volunteers.

### **WHO HAS ACCESS TO PERSONAL DATA AND WITH WHOM IT IS SHARED**

Occasionally, the Centre will need to share personal information relating to its community with third parties, such as:

- professional advisers (e.g. lawyers, insurers, PR advisers and accountants);
- government authorities (e.g. HMRC, police or the local authority); and
- appropriate regulatory bodies.

## **KRISHNAMURTI FOUNDATION TRUST**

For the most part, personal data collected by the Centre will remain within the Centre, and will be processed by appropriate individuals only in accordance with access protocols (i.e. on a 'need to know' basis).

### **HOW LONG WE KEEP PERSONAL DATA**

The Centre will retain personal data securely and it will be kept only for as long as it is necessary, on a legal and lawful basis, as per the organisation's Records Retention and Disposal Policy.

### **LEGAL BASIS**

The Centre is relying on legitimate interest and legal obligation to collect guests' data for their stay at the Centre. We retain the right to keep information after your stay to meet our legal obligations. When consent is used for maintaining your information, you have the right to withdraw your consent.

### **YOUR RIGHTS**

All data subjects have the following rights:

- The right to be informed;
- The right of access;
- The right to rectification;
- The right to erasure;
- The right to restrict processing;
- The right to data portability;
- The right to object;
- Rights in relation to automated decision making and profiling.

In relation to your right to access your personal data, commonly known as a subject access request, you may exercise your right by writing to the address below. The Bursar, Krishnamurti Foundation Trust, Brockwood Park, Bramdean, Hampshire, SO24 0LQ

For the purposes of confidentiality and personal data protection, we will need to identify you in order to respond to your request. You will be asked to include a copy of an official piece of identification, such as a driver's license or passport, along with your request.

All requests will receive a response as swiftly as possible and in accordance with applicable law.

### **DATA ACCURACY AND SECURITY**

The Centre will endeavour to ensure that all personal data held in relation to an individual is as up to date and accurate as possible, keep all your personal information confidential and only use this information in compliance with the Data Protection laws.

An individual has the right to request that any out-of-date, irrelevant or inaccurate information about them is erased or corrected (subject to certain exemptions and limitations under Data Protection law).

## KRISHNAMURTI FOUNDATION TRUST

The Centre will take appropriate technical and organisational steps to ensure the security of personal data about individuals, including policies around the use of technology and devices, and access to school systems. All staff and governors will be made aware of this policy and their duties under Data Protection law and they will receive relevant training.

### QUERIES AND COMPLAINTS

Any comments or queries on this policy should be directed to the Bursar using the following contact details, The Bursar, Krishnamurti Foundation Trust, Bramdean, Hampshire, SO24 0LQ. Telephone 01962 771 744 or email [bursar@brockwood.org.uk](mailto:bursar@brockwood.org.uk)

If an individual believes that the Centre has not complied with this policy or acted otherwise than in accordance with Data Protection law, they should utilise the school [complaints / grievance] procedure and should also notify the Bursar. You can also make a referral to or lodge a complaint with the Information Commissioner's Office (ICO), although the ICO recommends that steps are taken to resolve the matter with the school before involving the regulator.