



Mandala Yoga Ashram

GDPR & Data Protection Policy

The General Data Protection Regulation (GDPR) has now replaced the previous law on data protection (the Data Protection Act 1998) and gives individuals more rights and protection in how their personal data is used by organisations.

Mandala Yoga Ashram (MYA) collects and stores specific and relevant personal data and is fully aware its responsibility to ensure due vigilance regarding safeguarding this data, and appropriately disposing of it at the right time. MYA will continue to review its systems to stay up to date with new legislation.

Mandala Yoga Ashram is known as the Data Controller under GDPR, which means that it determines for what purposes personal information will be held and used for.

Data received is only stored for the legitimate purposes for which it is requested and is retained only for as long as necessary for these purposes, and then destroyed.

We are very conscious that we require consent that it is given freely, and you will be able to ask for your personal information to be withdrawn at any time.

Individuals can ask to see the data that we hold, and we will provide this within a month of the request. If data is wrong, then we have a duty to correct this. Individuals can ask for their information to be erased from our records and can ask for it to be removed immediately. There are some instances, e.g. safeguarding issues, where this may not be possible. Also, gift aid records cannot be removed for up to six years as this has implications for financial auditing regulations.

Breaches of Data

A personal breach is one that leads to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to an individual's details without them being informed. As soon as MYA is aware of any such breach inadvertently arising, it will inform the individuals concerned immediately.

Third party breaches

We will ensure that all third parties involved in the MYA IT systems will be compliant with GDPR guidance.

For further information you can contact the ICO for guidance.
ICO phone contact 03031231113

Data protection

MYA adheres to the principles below concerning data collection.

Article 5 of the GDPR requires that personal data shall be:

- a. processed lawfully, fairly and in a transparent manner in relation to individuals;
- b. collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- c. adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- d. accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- e. kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- f. processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

All of the above are fundamental in the way we now process your personal information.

Lawful, fair and transparent processing

In order to ensure that we are handling your information in a lawful, fair and transparent way we have systems that keep your information safe and we have specified data records that are specifically registered, to indicate where this data is found and stored. Because of this we can retrieve information quickly and can respond to individuals request to have these records deleted, if they so wish.

Security

- a. MYA shall ensure that personal data is stored securely using modern software that is kept-up to date
- b. Access to personal data shall be limited to personnel who need access and appropriate security should be in place to avoid unauthorised sharing of information
- c. When personal data is deleted this should be done safely such that the data is irrecoverable
- d. Appropriate back-up and disaster recovery solutions shall be in place.

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