

Present Mind Privacy policy

At Present Mind we respect your privacy and understand how important it is that your personal information remains secure. We will not reveal information we collect about you without your permission unless we are required to do so for legal reasons.

We hope that this statement answers any questions you may have regarding our care of your information, but if you have any further questions please contact us at the address below.

1. What information does Present Mind collect about me?

In order to complete your booking of an event, course, program or retreat, we ask certain information such as your name and address, in order to register and process your booking and communicate with you about it. When you book online, your information will be collected by our online booking system and stored as part of our website database.

For certain training programs we may invite you to provide additional information regarding your meditation experience, practice-related needs, or other matters. We will manage any additional information you choose to provide in accordance with this Privacy Statement.

2. Who at Present Mind has access to my data?

The information we store on our registration system is accessed by members of our team as required as part of their duties. Information you choose to provide that is relevant to your meditation experience and practice-related needs may also be accessed by the teachers running the events for which you have provided details.

Other members of staff may retrieve information from the registration system as part of their duties, for example to access numbers of applications and for future programme planning. A printed list of people who have booked for each event is used to register and record attendance at those events.

All of our staff are aware of the importance of confidentiality and your right to privacy.

3. How do you use my information to keep me up-to-date with Present Mind's news and activities?

If you wish to receive communications about our news and activities you must have “opted in” to our mailing list. Our communications consist of regular emails about our training program and activities.

You can unsubscribe to general mailings at any time by clicking the unsubscribe link at the bottom of any of our emails or contacting our office.

4. Do you ever share my information with third parties?

We will not at any time sell or share your information.

We use other companies to provide services on our behalf. The third parties that we currently use are:

* To distribute our emails we use Mailchimp and/or MailPoet.

* In addition to the organisations named in this policy we may from time to time engage IT consultants and other service providers to assist us in our business systems, and we may give such providers access to your information. We will permit these providers access only to such information as they need to deliver the required service.

5. How secure is the information I give you?

Present Mind takes the care of your data seriously and undertakes to protect your personal information by putting in place appropriate physical, electronic, and managerial procedures to safeguard and secure the data we collect. Where we use other parties to handle your data (as named in this document), we chose well-known and widely-used organisations.

In today's cyber environment it is unfortunately not possible to completely guarantee against loss, misuse or alteration of data, for example in the event of a successful cyber-attack. However, should this scenario arise, we will contact you as soon as possible giving full details of any data that has been compromised.

6. How long will you keep my information?

The information you disclose in relation to your registration is held to assist with your current registration and any future registrations. In order to comply with Dutch tax regulations, we keep information for a minimum period of seven years. Should you wish to have your personal information removed earlier, you can always contact us at info@presentmind.net.

7. The right to be forgotten

You have the right to be 'forgotten', which means that if you request us to, we will remove all the data that we hold on you from our systems. Complete removal of information from our systems will result in the loss of all historic registration data. If you decide to come back to Present Mind at a later date, we will re-start the registration process and, if necessary, ask you to provide us with relevant information again.

8. How can I see what information you hold on me?

Under the General Data Protection Regulation (effective from May 2018) you can request a report detailing the information we hold about you. To obtain a report, please contact us via email at: info@presentmind.net.

We aim to issue an initial response to all enquiries within fifteen working days, and will offer a full response to all information access requests within a month. If we require additional time we will keep you informed.

The following information will be required before your access request is granted:

- Your full name and contact details
- Your relationship to Present Mind
- A copy of your passport or national ID card. To ensure your privacy, please make sure your passport number and ID number is made invisible on the copy you send us.

Reports will be sent by email. We reserve the right to charge a reasonable administrative fee for additional copies of the same information.

9. Cookies on the Present Mind website

Our website uses cookies – small text files that are placed on your device to provide you with a better user experience when using our site. In general, cookies are used to retain user preferences, store information for things like shopping carts, and provide anonymous tracking data to third party applications such as Google Analytics. As a rule, cookies will make your browsing experience better.

However, you may prefer to disable cookies on this and other sites. The most effective way

to do this is to disable cookies in your browser. Consult the Help section of your browser [or take a look at the All about Cookies website] which offers guidance for managing cookies.

10. Links to Other Web Sites

This privacy notice does not cover the links within our website or emails linking to other websites. Those sites are not governed by this Privacy Statement, and if you have questions about how a site uses your information, you will need to check that site's privacy statement.

11. Contact information

If you have any questions or concerns regarding day-to-day data protection issues, you may contact us via email at info@presentmind.net or phone [0031] 20 685 4592.

This statement is correct as of May 2018. Any alterations to our statement on the collection or use of data will be posted on this website.