

## The Longchen Foundation Data Protection Notice

Within the Longchen Foundation, we take your privacy seriously. We collect personal information in order to operate effectively, and in order to let you know about teaching and meditation events which may interest you.

The Longchen Foundation collects the following types of personal data:

1. **Contact Details** (postal address, email and sometimes telephone number). This information is collected via an input form on our website or is requested from attendees at Longchen Foundation events. This data is used to keep people informed about Longchen Foundation events. If you sign up to receive the Longchen Foundation newsletter, your name and email address will be stored on Mailchimp. You can unsubscribe at any time.
2. **Event Attendance Details:** This information is used to verify adequate attendance levels prior to issuing course completion certificates, and to ensure that you are invited to those events which will be most beneficial for you.

The Longchen Foundation does not share personal data with any third party organisation. Access to personal data is restricted to named individuals, who are carrying out particular roles within the organisation.

Requests to view, amend or delete your personal data which is held by the Longchen Foundation should be sent to [personal-data@longchenfoundation.org](mailto:personal-data@longchenfoundation.org)