

# **On The Mind Privacy Statement**

On the Mind appreciates the importance of keeping personal information private and protected for everyone. You can be assured that we do our best to ensure that your personal information is secured so that your confidentiality is maintained.

We will only use your information so we can communicate information to help you develop your mindfulness skills and practice or to tell you about activities which may be of interest to you.

This statement explains how we achieve these goals and gives details of our privacy practices, including what information we collect about people through our website, and across all our other services. It also outlines how the information will be used or disclosed, and rights with respect to our collection and use of personal data.

By using our services and providing us with your personal information you are accepting the practices described in this Privacy Statement.

## **In general – why we collect personal information**

We collect your personal information because it helps us to support you in your participation in our training programmes.

## **What information the On The Mind collects, why and how it is used**

You provide us with personal information provided when you enrol on a training programme or when use our services in some way. This is in the form of a paper questionnaire containing contact details and recent history that may be relevant to mindfulness training. The information is used to provide you with the best possible experience during your training and to alert the trainer to anything that would be important to take into account during the training. This data (which includes any medication you are on, your GP details, your current health status) will be destroyed 2 years after the course is completed. If there is still an ongoing regular service then an updated questionnaire will be requested.

Part of the data collected includes the email address of the participant to keep them up to date with information and follow up services to help support ongoing mindfulness practice and training. This email address will be retained electronically for 5 years after any training or service is received. This can be opted-out of at any point. If no contact has been made in 5 years, the email will be deleted.

## **Programme delivery**

The operational emails during the set up and conduct of a training are essential communications containing vital updates and useful programme information, so all participants in a training programme will receive those appropriate to their involvement in a particular service.

The emails, e-newsletters and other communication after a course provide information on follow on services and other training or practice opportunities to support your on going development.

## **Commercial offers**

Your contact details will not be passed on to any commercial providers.

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

On the Mind will not provide any information collected that personally identifies you to any other company or organisation, unless it is required to do so by law, Court Order by other Government or law enforcement authorities.

We do not store any payment details.

## External links

The On the Mind website provide links to various websites that we do not control as well as to websites of our partners and supporters. When you click on one of these links, you will be transferred out of our websites and connected to the website of the organisation or company that you have selected. Even if an affiliation exists between our websites and a third-party website, we exercise no control over linked sites and are not responsible for the privacy practices of other organisations and their websites. Each of these linked sites maintains its own independent privacy and data collection policies and procedures. If you visit a website that is linked to our site, you should consult that site's privacy policy before providing any personal information. This Privacy Statement applies solely to the information gathered by the On The Mind.

## Your rights

All programme emails and information are sent all participants undertaking their mindfulness programmes. This is to ensure everyone receives consistent information at the same time. At the end of the training, participants will be asked if they wish to receive further communications from On the Mind. If you agree, you will receive an email or e-newsletter 3-4 times per year. If you do not wish to receive communications about ongoing training opportunities at some future time, contact [info@onthemind.eu](mailto:info@onthemind.eu) and state your preference to be removed from any mailing list.

## Access and correction

You have a right to know about the personal information that the On The Mind holds about you and to receive a copy of that information provided upon request. If you wish to exercise these rights please contact us by post or email at the address shown in the 'Contact' section below.

## Security

We take all reasonable safeguards to keep all your personal information as secure as is digitally possible. All personal data is only accessible to the lead trainer in On the Mind (and the specific trainer during the training course period of the course is not conducted by the lead trainer) and it is only retained for as long as is necessary.

## Future policy

We may need to update or modify this Privacy Statement at any time, and modifications are effective upon being posted on the On the Mind website. You are responsible for reviewing this privacy statement periodically to ensure that you are aware of any changes to it.

## Contacting On The Mind

If you have any questions about this Privacy Statement, the privacy practices of the On the Mind or if you want to exercise any of the rights that you are given under this Privacy Statement you can contact:

- **Email:** [info@onthemind.eu](mailto:info@onthemind.eu)
- **Post:** On The Mind, 13 Oakwood Grove, Leeds, LS8 2PA