

# **GURDJIEFF.COM – PRIVACY NOTICE**

This privacy notice sets out how we process your personal data and some of the rights you have associated with our use of your data.

## **Who we are.**

The website [www.gurdjieff.com](http://www.gurdjieff.com) is part of The Gurdjieff Society (a charity registered in England and Wales - Reg. No. 207480). The Gurdjieff Society will be what is known under the UK and EU General Data Protection Regulations (GDPR) as the 'Controller' of the personal data you provide to us. For the purposes of responding to your enquiry from our website we only collect and store your name and email address. If, subsequently, you wish to arrange a meeting with us, we may additionally collect your telephone number(s). We do not collect any sensitive personal data (as defined by the GDPR).

## **How we use your personal data.**

We need to know your basic personal data in order to respond to any enquiry you make to us via our website. We will not collect any personal data from you except what we need in order to provide and oversee this service to you.

All the personal data we process is handled by our staff and our volunteers in the UK and is not transferred outside of the UK. We do not share your data with anyone else and no third parties have access to your personal data unless the law allows them to do so. We will not use data supplied in connection with your enquiry for any purpose except to respond to your enquiry.

We have a data protection regime in place to oversee the effective and secure processing of your personal data. More information on this is available from us on request.

## **How long we keep your personal data.**

The data you provide to us will only be kept for as long as we deem reasonably necessary. You can ask us to remove your details from our records at any time by contacting us at [secretary@gurdjieffsociety.org](mailto:secretary@gurdjieffsociety.org).

## **Our legal basis for processing your data.**

Under the GDPR and Data Protection Act 2018, organisations are required to have a legal basis for processing personal data. The legal bases we use for processing data are:

- Legitimate interests for the purposes of fulfilling our activities as a charity; and
- Consent when people opt into our mailing lists or otherwise request that we contact them.

## **Your rights in relation to our data processing.**

If at any point you would like to see the information that we are processing about you, believe that the information we hold about you is incorrect or no longer want us to process your data, you can ask to see this information, have it corrected, have it deleted, or require that we stop any further processing of your data (including requesting that we stop contacting you). We will endeavour to respond to your enquiry as soon as we are able to; however, in some circumstances we may refuse your request (for example, if we are required to retain your data by law). In this case we will always inform you of the reason for refusal. If you wish to raise a complaint on how we have handled your personal data, you have the right to contact the Information Commissioner's Office (ICO) if you are a UK data subject and the European Commission if you are an EU data subject. However, we would appreciate having the chance to resolve the issue with you and therefore we ask that you please contact us in the first instance.

If you have a query about anything in this notice, you can contact us at [secretary@gurdjieffsociety.org](mailto:secretary@gurdjieffsociety.org).

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