

The Ministry of Spiritual Direction
Workshops' Privacy Notice
www.ministryofspiritualdirection.co.uk



Privacy Policy

Tutors' contact details:

Name: Prebendary Sue Lloyd (Course Director and Tutor)
Address: 36 Windrush Road, Keynsham, Bristol, BS31 1QP
Phone Number: 0117 986 6503
E-mail: director.minofsd@gmail.com
Website: <https://www.ministryofspiritualdirection.co.uk>

Joy Hawes (Bursar and Tutor) email: bursar.minofsd@gmail.com
Sue Henderson (Tutor) email: info.minofsd@gmail.com
Rob Axford (Tutor) email: team.minofsd@gmail.com

The type of personal information we collect.

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)

How we get the personal information and why we have it.

The personal information we process is provided to us directly by you for one of the following reasons:

- To book a place on a workshop
- To process fees

We use the information that you have given us in order to:

- Contact you
- Enable car sharing, where requested

We may share this information with all the course tutors. We will not share the information with any other organisation without your permission, unless there are legal or safeguarding reasons to do so.



For information about workshops and course please see our website:
<https://www.ministryofspiritualdirection.co.uk>

Under the General Data Protection Regulation (GDPR), the lawful basis we rely on for processing this information is:

(a) Your consent. (You are able to remove your consent at any time. You can do this by contacting Prebendary Sue Lloyd Course Director, 36 Windrush Road, Keynsham, Bristol, BS31 1QP or E-mail: director.minofsd@gmail.com)

How we store your personal information.

Your information is securely stored: either in locked filing cabinets or password protected electronic equipment at the homes of the tutors.

Your data protection rights.

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at Prebendary Sue Lloyd (Course Director), 36 Windrush Road, Keynsham, Bristol, BS31 1QP or E-mail: director.minofsd@gmail.com if you wish to make a request.

How to complain.

We are registered with the ICO.

If you have any concerns about our use of your personal information, you can make a complaint to us at: Prebendary Sue Lloyd (Course Director), 36 Windrush Road, Keynsham, Bristol, BS31 1QP Phone Number: 0117 986 6503

E-mail: director.minofsd@gmail.com

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113 ICO website: <https://www.ico.org.uk>



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