

# PRIVACY NOTICE

2018

## Table of contents

<b>1 Introduction</b> .....	<b>3</b>
<b>2 Data Protection Officer</b> .....	<b>3</b>
<b>3 How we collect and use (process) your personal information close</b> .....	<b>5</b>
3.1 Personal information you give to us: .....	5
3.1.1 Membership .....	5
3.1.2 Live events and webcast events .....	6
3.1.3 Publications .....	<b>Error! Bookmark not defined.</b>
3.1.4 Training .....	<b>Error! Bookmark not defined.</b>
3.1.5 Certification .....	<b>Error! Bookmark not defined.</b>
3.1.6 Your correspondence with the IDC .....	7
3.1.7 Purposes for processing your data .....	8
3.2 What happens if you don't give us your data .....	8
<b>4 Use of the dzogchen.net Website</b> .....	<b>8</b>
<b>5 Cookies and web beacons</b> .....	<b>9</b>
<b>6 When and how we share information with others close</b> .....	<b>10</b>
<b>7 Member Directory</b> .....	<b>Error! Bookmark not defined.</b>
<b>8 Data subject rights close</b> .....	<b>11</b>
<b>9 Security of your information</b> .....	<b>12</b>
<b>10 Data storage and retention</b> .....	<b>12</b>
<b>11 Changes and updates to the Privacy Notice</b> .....	<b>13</b>
<b>12 Questions, concerns or complaints</b> .....	<b>13</b>

# 1 Introduction

The International Dzogchen Community with seat at Merigar, Arcidosso, (GR), Italy (“**IDC**”) is an international non-for profit organization that brings together people who are committed to study and practice the Dzogchen Ati Teaching under the guidance of a master possessing authentic knowledge of the state of Dzogchen. It supports the evolution of individuals and promotes social aims.

We understand that you are aware of and care about your own personal privacy interests, and we take that seriously. This Privacy Notice describes the IDC’s policies and practices regarding its collection and use of your personal data, and sets forth your privacy rights in compliance with the Regulation (EU) 2016/679 Of The European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (“**GDPR**”). We recognize that information privacy is an ongoing responsibility, and so we will from time to time update this Privacy Notice as we undertake new personal data practices or adopt new privacy policies.

We do not knowingly attempt to solicit or receive information from children. To become a member of IDC (“**IDC member**”) one need to reach the age of 18 years or older.

As IDC is also composed of Gars (the main seats of IDC in a specific geographical area) and Lings (the local seats/centers within a single country), in bellow described cases, your personal data controller is the IDC and the respective Gar and Ling you are affiliated to, in the position of joint controllers (hereinafter referred to as “**we**”).

Under the **joint controllership** agreement pursuant to Article 26 GDPR, stipulated by the aforementioned joint controllers, the controller that determines the purposes of the processing and guarantees the security measures under Article 32 of the GDPR is the IDC; with regards to the guarantee of the rights of the data, the joint controller in charge of responding to requests for information and the exercise of the rights under Article 13 and seq. GDPR is the IDC; provided that you can exercise your rights under the GDPR before each and every joint controller.

## 2 Data Protection Officer

The IDC is headquartered in Arcidosso in Italy. The IDC has appointed an internal data protection officer for you to contact if you have any questions or concerns about the IDC’s personal data policies or practices. The IDC’s data protection officer’s name and contact information are as follows:

Vera Taihuttu  
dpo@dzogchen.net

## 3 How we collect and use (process) your personal information

close

### 3.1 Personal information you give to us:

#### 3.1.1 Prior to your IDC Membership

The process of acquiring an IDC membership is governed by the Membership Regulations which you may find at <http://dzogchencommunity.org/documents/>.

A person who is interested to eventually become an IDC member should apply for a Welcome Card. Should you be granted a Welcome Card, we process the following information about you:

- First name, last name,
- first name, last name, original family name, birth date;
- preferred local Community;
- street address, city, postal code, state/ province, country of residence
- ID number;
- telephone number, email address, county of birth and citizenship,
- Welcome Card fee payments;

We do not process any personal information on a person who applied for a Welcome Card and for any reason was not granted therewith.

Welcome Card holder information is registered in the Membership Database, maintained in the Membership Management System ("MMS") and available through the IDC Member Directory to other IDC members using the Dzogchen.net website. Welcome Card holders are invited to opt-in to having their information shared in the Member Directory.

#### 3.1.2 IDC Membership

When you become an IDC member, we collect the following information about you:

- first name, last name, original family name, birth date;
- preferred local Community;
- street address, city, postal code, state/ province, country of residence
- ID number;
- telephone number, email address, county of birth and citizenship,
- membership fee payments;
- membership duration and membership type;
- account of your trainings, certifications, exams and other events passed;

- username and password to your profile at [www.dzogchencommunity.net](http://www.dzogchencommunity.net) (“**Profile**”).

We also process the information on your data concerning religious or philosophical beliefs as such processing is carried out by IDC as a non-profit philosophical, religious organization in the course of its legitimate activities with appropriate safeguards, provided that the processing relates solely to the IDC members or to persons who have regular contact with the IDC (i.e. Welcome Card holders) in connection with our purposes. The personal data are not disclosed outside IDC without the consent of the data subjects.

We ask IDC members to voluntarily provide additional information in their Profile held at [www.dzogchen.net](http://www.dzogchen.net). IDC members may edit their Profile at any time to change, add, or remove personal information.

The IDC makes IDC member information available through the IDC Member Directory to other IDC members using the [Dzogchen.net](http://Dzogchen.net) website. Members are invited to opt-in to having their information shared in the Member Directory maintained in the MMS.

If you are an IDC member, we process your personal information for the purposes of your membership administration, to deliver IDC member benefits to you, and to inform you of IDC-related events, content, and other benefits or opportunities associated with your IDC membership.

### **3.1.3 Live events and webcast events, trainings**

The IDC hosts many events throughout the year. These include in-person teaching retreats like the teaching retreats given by Chögyal Namkhai Norbu, for example, as well as live web events (collectively “**webcasts**”).

If you register for one of our webcasts and you are an IDC member, we might access the information in your IDC member account to provide you with information and services associated with the event.

If you participate in IDC training, like Vajra Dance, Yantra Yoga, Santi Maha Sangha or Khaita you may sign up directly through the IDC in which case we collect your name and contact information directly from you. You may, alternatively, sign up for training – or be signed up for training. Unless it is stated as an “open course” you must be an IDC member to participate in one of more of the following trainings mentioned here above.

If you are not an IDC member and you register for one of our events or trainings, we will collect your name and contact information for the purposes of the event or training administration, and we will delete it after the event, if there is no other legal ground for such processing..

### **3.1.4 Certification**

When you sign up to take one of the IDC’s certification exams, we will collect your name and contact information. We will also collect and store information you provide to us about your need

for special accommodations. This information may be shared with our IDC training administrator service. The IDC will collect your exam results and, in conjunction with maintaining your certification(s), your record of participation in continuing privacy education. Only authorized IDC members within the IDC have access to your certifications and personal information in regards with this specific training/ certification.

### **3.1.5 Content**

The IDC websites offer a great deal of content for IDC members, but for a broad public too.

You may wish to subscribe to the IDC's information mailings without becoming an IDC member. For example, people might sign up to receive the IDC mailings even though they are not IDC members.

Should you grant us your explicit consent by ticking the box at the consent form on our websites or in a paper form; we will process your personal data also for the following purposes:

- communication with you regarding our activities, namely trainings, webcasts, presentations, meetings and other activities and applications run by us or by our partners, and other information related to our activities and goals (usually via e-mail "newsletter"). This communication can be carried out in an electronic or paper mail form, via phone, in person or through other distance means;
- [use of the history of your attendance to our events, including the information on your potential IDC membership in order to send you the newsletters the most relevant to you]
- [marketing analysis and statistics, including profiling]

Granting of such consent is free and you are not obliged to grant it based on any legal prescription. You may withdraw your consent at any time, the lawfulness of your personal data processing prior to such withdrawal being untouched.

Moreover, you may reject any further mailings at any time, without any impact on our relationship. In order to reject any further mailing, you can follow the link placed in the sent newsletter or to send an e-mail to [dpo@dzogchen.net](mailto:dpo@dzogchen.net)

If you have any difficulties managing your email or other communication preferences with the IDC, please contact us at [dpo@dzogchen.net](mailto:dpo@dzogchen.net).

### **3.1.6 Your correspondence with the IDC**

If you correspond with us by e-mail, the postal service, or other form of communication, we may retain such correspondence and the information contained in it and use it to respond to your inquiry;; or to keep a record of your complaint, accommodation request, and the like, for the period necessary to solve your request. As always, if you wish to have the IDC "erase" your personal information or otherwise refrain from communicating with you, please contact us at [dpo@dzogchen.net](mailto:dpo@dzogchen.net).

Note: if you ask the IDC not to contact you by e-mail at a certain e-mail address, the IDC will retain a copy of that e-mail address on its "master do not send" list in order to comply with your no-contact request.

### **3.1.7 Purposes for processing your data**

As explained above, the IDC processes your data to provide you with the services you have requested from us, including Welcome Card holder or an IDC membership services, events and other content, certification, and training.

We use this information to communicate with you about other services the IDC offers that may assist you in your practice participation, in case we have your consent for this purpose.

## **3.2 What happens if you don't give us your data**

You can enjoy many of the IDC's services without giving us your personal data. Much of the information on our website is available even to those who are not IDC members. If you are an IDC member, you can enter only the minimal amount of information (name and contact information) to your Profile if you wish, and you can edit your Profile at any time and minimize the data included. Some personal information is necessary so that the IDC can supply you with the services you have purchased or requested (e.g. trainings, events registration etc.), and to authenticate you so that we know it is you and not someone else. You may manage your IDC subscriptions and you may opt-out of receiving IDC communication at any time.

## **4 Use of the dzogchen.net website**

As is true of most other websites, the IDC's website collects certain information automatically and stores it in log files. The information may include internet protocol (IP) addresses, the region or general location where your computer or device is accessing the internet, browser type, operating system and other usage information about the use of the IDC's website, including a history of the pages you view. We use this information to help us design our site to better suit our users' needs. We may also use your IP address to help diagnose problems with our server and to administer our website, analyze trends, track visitor movements, and gather broad demographic information that assists us in identifying visitor preferences. The IDC's website also uses cookies and web beacons. It does not track users when they cross to third party websites, does not provide targeted advertising to them, and therefore does not respond to Do Not Track (DNT) signals.



## 5 Cookies and web beacons

Cookies are pieces of data that a Web site transfers to a user's hard drive for record-keeping purposes. Web beacons are transparent pixel images that are used in collecting information about website usage, e-mail response and tracking.

The website uses cookies and web beacons to provide enhanced functionality on the website (e.g., user ID and password prompts or event registration) and aggregate traffic data (e.g., what pages are the most popular). These cookies may be delivered in a first-party or third-party context. The IDC may also use cookies and web beacons in association with e-mails delivered by the IDC. Our website also captures limited information (user-agent, HTTP referrer, last URL requested by the user, client-side and server-side clickstream) about visits to our website; we may use this information to analyze general traffic patterns and to perform routine system maintenance. You have many choices with regards to the management of cookies on your computer. All major browsers allow you to block or delete cookies from your system. To learn more about your ability to manage cookies and web beacons, please consult the privacy features in your browser.

This website uses Google Analytics, a web analytics service provided by Google, Inc. ("Google") to track how often people gain access to or read our content. We use this information in the aggregate to understand what content our members find useful or interesting, so we can produce the most valuable content to meet your needs. Google Analytics uses "cookies", which are text files placed on your computer, to help the website analyze how users use the site. The information generated by the cookie about your use of the website (including your IP address) will be transmitted to and stored by Google on servers in the Europe. Google will use this information for the purposes of evaluating your use of the website, compiling reports on website activity for website operators and providing other services relating to website activity and internet usage. Google may also transfer this information to third parties where required to do so by law, or where such third parties process the information on Google's behalf. Google will not associate your IP address with any other data held by Google. You may refuse the use of cookies by selecting the appropriate settings on your browser, however please note that if you do this you might not be able to use the full functionality of this website. By using the IDC website, you consent to the processing of data about you by Google in the manner and for the purposes set out above.

The IDC also might use a communication database management program that deploys a cookie when a user interacts with a direct communication, such as an e-mail. This cookie collects personal information such as your name, which pages you visit on the IDC website, your history arriving at the IDC website, your purchases from the IDC and the like. We use this information to evaluate the effectiveness of our communications. You may set your browser to block these cookies.

We also, from time to time, conduct surveys that we use to improve our services to our IDC members. We do not track individuals but look at information in the aggregate only. Participation in surveys is voluntary.

## 6 When and how we share information with others close

Information about your Profile is maintained in association with your membership or Profile. The personal information the IDC collects from you is stored in one or more databases hosted by a hosting provider located in Europe. This party does not use or have access to your personal information for any purpose other than cloud storage and retrieval and are bound to stringent technical and organizational safety measures, ensuring the integrity and confidentiality of your personal data.

We do not otherwise reveal your personal data to third-parties for their independent use, unless: (1) you request or authorize it with your specific consent; (2) it's in connection with IDC-hosted and IDC co-sponsored events you registered to, and only for the purposes of this event organization, provided that the third party shall not be authorized to use the data for their own purposes after the respective event; (3) the information is provided to comply with the law (for example, to comply with a search warrant, subpoena or court order), enforce an agreement we have with you, or to protect our rights, property or safety, or the rights, property or safety of our employees or others; (4) the information might be provided to Shang Shung Institute (SSI) who perform some educational and book publishing functions on our behalf and acts as the data processor based on specific written data processing agreement; (5) to address emergencies or unexpected consequences of one's karma with your consent; or (6) to address disputes, claims, or to persons demonstrating legal authority to act on your behalf; and (7) through the IDC Member Directory should you become a Welcome Card holder or an IDC member.

In all above described cases we share your data only to the extent necessary for the respective purposes and ensuring that there is a valid legal ground for such transfer to the respective recipient.

We may also gather anonymized and aggregated data about our members and website visitors and disclose the results of such aggregated (but not personally identifiable) information to our partners, like non-affiliated Lings, meaning Lings who aren't legally aligned or are in the process getting aligned with IDC. List of (not yet or non-) affiliated Lings are given upon request by the DPO.

The IDC website might use interfaces with social media sites such as Facebook. If you choose to "like" or share information from the IDC website through these services, you should review the privacy policy of that service. If you are a member of a social media site, the interfaces may allow the social media site to connect your site visit to your personal data.

## 7 Personal data transfers

Transferring personal data from the EU to the US

The IDC has its headquarters in Arcidosso, Italy. Information we collect from you will be processed in Italy. The United States has not sought nor received a finding of “adequacy” decision from the European Commission under Article 45 of the GDPR.

The IDC applies suitable safeguards to protect the privacy and security of your personal data and to use it only consistent with your relationship with the IDC and the practices described in this Privacy Notice.

The IDC also minimizes the risk to your rights and freedoms by not collecting or storing specific categories of data about you, apart from your religious beliefs which are processed inevitably with the nature of IDC.

## 8 Data subject rights close

The GDPR and other countries’ privacy laws provide certain rights for data subjects. A good explanation of them (in English) is available on the website of the United Kingdom’s Information Commissioner’s Office.

This Privacy Notice is intended to provide you with information about what personal data the IDC collects about you and how it is used. If you have any questions, please contact us at [dpo@dzogchen.net](mailto:dpo@dzogchen.net).

If you wish to confirm that the IDC is processing your personal data, or to have access to the personal data the IDC may have about you, please contact us at [dpo@dzogchen.net](mailto:dpo@dzogchen.net).

You may also request information about: the purpose of the processing; the categories of personal data concerned; who else outside the IDC might have received the data from the IDC; what the source of the information was (if you didn’t provide it directly to the IDC); and how long it will be stored. You have a right to correct (rectify) the record of your personal data maintained by the IDC if it is inaccurate. You may request that the IDC erase that data or cease processing it, subject to certain exceptions. You may also request that the IDC cease using your data for direct communication purposes. You have a right to lodge a complaint with the appropriate data protection authority if you have concerns about how the IDC processes your personal data. You have also the right to receive your personal data you provided to us, in a structured, commonly used and machine-readable format and have the right to transmit those data to another controller without hindrance our side, where the processing is based on consent or on a contract and the processing is carried out by automated means.

Access to your personal data will be provided at no cost upon request made to the IDC at [dpo@dzogchen.net](mailto:dpo@dzogchen.net). If access cannot be provided within a reasonable time frame, the IDC will provide you with a date when the information will be provided, that period may be extended by two further months where necessary, taking into account the complexity and number of the requests. If for some reason access is denied, the IDC will provide an explanation as to why access has been denied.

## **9 Security of your information**

To help protect the privacy of data and personally identifiable information you transmit through use of this website, we maintain physical, technical and administrative safeguards. We update and test our security technology on an ongoing basis. We restrict access to your personal data to those IDC members who need to know that information to provide benefits or services to you. In addition, we train our selected IDC members about the importance of confidentiality and maintaining the privacy and security of your information. We commit to taking appropriate disciplinary measures to enforce our IDC members' privacy responsibilities.

## **10 Data storage and retention**

Your personal data is stored by the IDC on servers, located in Europe.

The IDC retains data for the duration of the IDC member's membership with the IDC, or Welcome Card validity.

Any information related to data subjects not becoming IDC members or Welcome Card holders, regarding the events or trainings attended, are not processed later than necessary for provision of such service to the respective data subject.

Any information we process based on your explicit consent will be erased after your consent is withdrawn.

For more information on where and how long your personal data is stored, and for more information on your rights of erasure and portability, please contact the IDC's data protection officer at [dpo@dzogchen.net](mailto:dpo@dzogchen.net).

## **11 Changes and updates to the Privacy Notice**

By using this website, you agree to the terms and conditions contained in this Privacy Notice and/or any other agreement that we might have with you. If you do not agree to any of these terms and conditions, you should not use this website or any IDC benefits or services. You agree that any dispute over privacy or the terms contained in this Privacy Notice, or any other agreement we have with you, will be governed by the laws of the EU. You also agree to arbitrate such disputes in EU, and to abide by any limitation on damages contained in any agreement we may have with you.

As our organization, membership and benefits change from time to time, this Privacy Notice is expected to change as well. We reserve the right to amend the Privacy Notice at any time, for any reason, without notice to you, other than the posting of the amended Privacy Notice at this website. We may e-mail periodic reminders of our notices and terms and conditions and will e-mail IDC members of material changes thereto, but you should check our website frequently to see the current Privacy Notice that is in effect and any changes that may have been made to it. The provisions contained herein supersede all previous notices or statements regarding our privacy practices and the terms and conditions that govern the use of this website.

## **12 Questions, concerns or complaints**

Please contact the IDC's data protection officer: [dpo@dzogchen.net](mailto:dpo@dzogchen.net)