

Category of personal data	Data fields held	Source	Who is responsible for keeping this data secure?	Purpose	Legal basis	Special categories of data	Legal basis for special categories	Retention period	Storage Medium
Local group attenders	Name email address phone number postal address	Face to face with meditation teacher information recorded on form	Local group teachers Data Protection Officer for Trustees	To contact re. local meditation class matters - eg cancelation, dates, times, special events etc.	Legitimate Interests	None	N/A	Until removal requested	Password protected spreadsheets on personal computers or securely held hard copy.
Members of the National Samatha Association	Name email address phone number meditation teacher class attended postal address	Face to face with meditation teacher information recorded on form	National Management Group Teachers Data Protection Officer for Trustees	To contact re. national Samatha matters - eg courses, special events, dates, times, meetings etc.	Legitimate Interests	None	N/A	Until removal requested	Secure, HTTPS, password protected database
Members of the Manchester Samatha Association	Name email address phone number meditation teacher class attended postal address	Face to face with meditation teacher information recorded on form	Manchester Management Group Teachers Data Protection Officer for Trustees	To contact re. Manchester Samatha matters - eg courses, special events, dates, times, meetings etc.	Legitimate Interests	None	N/A	Until removal requested.	Secure, HTTPS, password protected database

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Members of the Southern Samatha Association	Name email address phone number meditation teacher class attended postal address	Face to face with meditation teacher information recorded on form	Southern Management Group Teachers Data Protection Officer for Trustees	To contact re. Southern Samatha matters - eg courses, special events, dates, times, meetings etc.	Legitimate Interests	None	N/A	Until removal requested b	Secure, HTTPS, password protected database
Applicants to Introductory and Intermediate weekends	Name Address Phone number Email address dietary needs previous meditation practices Mental health info Physical health info	Secure https online form	Course bookings manager Specific Weekend teachers Data Protection Officer for Trustees	To contact re. course applied for. To fulfil safeguarding responsibilities towards individual applicants	Legitimate interests and Consent	Personal mental health info Mental health info. Personal physical health info.	Consent the data subject gives explicit consent to the processing of those personal data for one or more specified purposes - on the online form.	No longer than necessary for purpose of course application and attendance - data deleted following the course or person requests data is erased.	Secure, HTTPS, password protected database.

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Donators via MyDonate on the website	Name if gift aided Taxpayer status email address address Credit card details collected securely by BT via MyDonate with donator's permission and unavailable to Samatha.	Secure https online form run by BT.	BT- MyDonate National Management Group MG treasurer Data Protection Officer for Trustees	To offer donations	Consent via BT who write: "We have a comprehensive GDPR Compliance Programme in place across all areas of the business which process personal data. This is overseen by BT's Operating Committee, and is designed to ensure that we can meet our new accountability obligations as well as all other new or updated requirements of the GDPR applicable to us, such as the consent and subject right related requirements, privacy by design etc., when the GDPR comes into force on 25 May 2018.	none	N/A	Determined by BT	Secure online database hosted by BT.

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Donators by Standing order to the Dāna Officer	Name Address Email address Bank account details Standing Order amount Date	Hard copy form	Dāna Officer Data Protection Officer for Trustees	To make standing order payment	Consent for financial categories	none	N/A	Until standing order stopped or person requests data is erased.	Securely stored hard copy and password protected spreadsheet.
Donators by cash or cheque	Name Address Bank account details Email address	Hard copy form	National Management Group MG treasurer Data Protection Officer for Trustees	To make standing order payment with gift aid	Consent for financial categories	none	N/A	Until standing order stopped or person requests data is erased.	Securely stored hard copy and password protected spreadsheet.

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Online meditation course members	Name email address town country Skype address Mental health info Physical health info	Secure online form	Online Course leader Online course administrator Data Protection Officer for Trustees	To contact re. course applied for. To fulfil safeguarding responsibilities towards individual applicants	Consent	Personal mental health info Mental health info. Personal physical health info.	Consent: the data subject gives explicit consent to the processing of those personal data for one or more specified purposes - on the online form.	No longer than necessary for purpose of course application and attendance - data deleted following the course.	Secure, HTTPS, password protected database.
Donaters giving with Gift Aid	Name Address Email address tax bracket by inference.	Hard copy form	Samatha Trust Treasurer, MG Treasurer Dana Secretary Data Protection Officer for Trustees	To send information to donor's bank about Gift Aid	Consent for financial categories	none	N/A	Until Donations cease or person requests data is erased.	Securely stored hard copy and password protected spreadsheet.