

Mastery Foundation Privacy Statement

The Mastery Foundation is proud of its Programme graduates, friends and sponsors and want to remain in contact with all or our supporters. At the same time, we are committed to protecting your privacy. Therefore, we do not make the data of our participants available to any person not engaged in the current work of the Mastery Foundation and then only for the purposes of supporting that work. Nor do we ever make data on our participants available to any other person or organization for any purpose.

Data Controller and Data Protection Officer:

The Executive Director
The Mastery Foundation
1 Charlton Court, #104
San Francisco, CA 94123
Tel: + .800.890.8540 | Fax.877.452.6041
Email: information@masteryfoundation.org or
dataprotectionofficer@masteryfoundation.org

1. About us

The Mastery Foundation is a non-profit, volunteer, interfaith organisation established in 1983 and registered in the USA as a 501(c) 3 charitable organization. The work of the Mastery Foundation is to empower individuals and communities

- in their ministries
- in the reconciliation and healing of divisions
- in creating new conversations and possibilities for the future

This work is undertaken in the United States, Ireland, Northern Ireland and Israel through the delivery of Programmes such as Making and Difference, the Ireland Intensive, the Israel Intensive, the Community Empowerment Programme, and the School for Leadership.

The Mastery Foundation keeps in touch with Mastery Programme graduates, friends, sponsors and volunteers offering various opportunities for participation, such as Programmes sponsored or delivered by the Mastery Foundation, invitations to graduate events, and invitations to nominate new participants for future Mastery Programmes.

1. How do we collect information about you

1.1 The Mastery Foundation holds personal information of participants in its Programmes. It also holds records of non-graduates of the Programmes which may include sponsors, potential sponsors, nominated participants, volunteers and friends of the Mastery Foundation.

1.2 In general, information we retain in our records has been obtained directly from you, for example when you registered for or participated in a Programme.

1.3 In some cases, information is obtained from members of the Mastery community who nominate others to participate in our Programmes.

1.4 All data is held in accordance with the General Data Protection Regulation.

2. What information do we hold about you?

2.1 Personal data stored by the Mastery Foundation may include:

- Name
- Contact details
- Gender
- Religious tradition, if any
- Information about the Programmes you have attended
- Information about the Programmes you have been invited to
- Information supplied by anyone who may have nominated you for one of our Programmes
- Registration and attendance at events

3. Transparency

3.1 We obtain personal information from you when you enquire about our Programmes, are nominated to or participate in our Programmes, or you become a sponsor or a volunteer with the Mastery Foundation.

3.2 We may record sensitive information that you provide directly to us for a specific purpose, i.e., dietary requirements or a disability you disclose to ensure we have proper facilities in place at our Programmes.

4. Purpose of holding data

4.1 Your personal information will only be used by the Mastery Foundation to do such things as stay in contact by providing updates, Programme and event invitations, and offering volunteering opportunities. Communications may be sent by electronic means, telephone, or post.

4.2 Any such electronic communications will be made in accordance with the Privacy and Electronic Communications Regulations. You can opt out of any or all of our communications at any point by contacting dataprotectionofficer@masteryfoundation.org

5. Sharing and disclosing personal data

5.1 We will not share, make available, or disclose your information to any other individuals, groups, or organisations.

5.2 Tools may be used to monitor the effectiveness of the Mastery Foundation's communications with you, including email tracking which records when an email from us is opened and/or how many links are clicked within the message.

6. Retention Period

6.1 Since the relationship between the Mastery Foundation and graduates of its Programmes is life long, we have no end retention time point. If a graduate, volunteer, sponsor or friend were to die, all data processing would cease and their data would be made inactive.

6.2 Under GDPR, you have the right to erasure and therefore if you so wish, you can request to have all your data deleted.

7. Security

7.1 The Mastery Foundation is committed to holding your data securely and treating it with sensitivity. All information is held and transmitted securely.

7.2 We will take reasonable precautions to prevent the loss, misuse or alteration of information you give us.

8. Breach

8.1 In the event of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data, the Mastery Foundation shall promptly assess the risk to people's rights and freedoms and if appropriate report this breach to the Information Commissioner/Data Protection Commissioner.

9. Control of your data

9.1 You are in control of your data. You have a choice about whether you want to receive information about the Mastery Foundation and our Programmes and by which methods of communication.

9.2 We will publish any changes we make to this Data Protection Statement and where appropriate will notify you by email.

10. Updating and correcting your personal data

10.1 The Mastery Foundation aims to keep your data up to date and welcomes any updates to your details you may wish to send. We will continuously review records of graduates, supporters and volunteers.

11. Access to your personal data

11.1 You have the right to request copies of the data held about you by the Mastery Foundation. To do so, please contact our Executive Director who also serves as the Data Protection Officer at dataprotectionofficer@masteryfoundation.org

12. Cookies

12.1 None of the Mastery Foundation websites currently uses cookies.

12.2 If cookies should be used it will only be to assist the purposes set out in this privacy policy.

13. Changes to our Privacy Policy

13.1 The terms of this statement may change, so check it periodically. This statement was last updated in June 2018. If you have any queries about this privacy statement please contact the Data Protection Officer at dataprotectionofficer@masteryfoundation.org

14. Your consent

14.1 By providing us with your personal data, you consent to the collection and use of this in accordance with the purposes described above and this Privacy Statement. If you have any queries or wish to update your personal details, please contact the Data Protection Officer at dataprotectionofficer@masteryfoundation.org

15. How to make a complaint

15.1 If you are unhappy with the way in which your personal data is being processed you may in the first instance lodge a complaint with the Data Protection Officer using the email above. If you have concerns thereafter you have the right to contact the Information/Data Commissioner for a decision. The Information/Data Commissioner can be contacted as follows:

Ireland Office of the Data Protection Commissioner
Canal House, Station Road, Portarlinton, Co. Laois, R32 AP23,
Ireland.
Phone [+353 \(0761\) 104 800](tel:+3530761104800) | LoCall [1890 25 22 31](tel:1890252231) |
email info@dataprotection.ie

GB/Northern Ireland Northern Ireland - Information Commissioner's Office
3rd Floor, 14 Cromac Place, Belfast, BT7 2JB
Tel: 028 9027 8757 | Local 0303 123 1114
Email: ni@ico.org.uk