



I would like to register to participate in activities and training at the Shinnyo-en Centres.

Please write clearly in CAPITAL letters.

<input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Other ()	Last Name		First Name							
Address			County	Post Code						
Country			Telephone Number							
			Email Address							
Date of Birth	D	D	M	M	Y	Y	Y	Y	Nationality	
How would you like us to contact you?			<input type="checkbox"/> Telephone <input type="checkbox"/> Email <input type="checkbox"/> Preferred not to be contacted.							

Registration Fee	£ 1.00
Monthly Fee (£ 1.00 per month)	£12.00
TOTAL	£13.00

Shinnyo-en is committed to protecting your privacy. We collect your personal data for the purposes listed in Annex 1 of this form and in the Data Protection Policy (<https://www.shinnyosangha.org/data-protection-policies>). We will ask for your consent before using your personal data for a purpose other than those that are set out here.

I acknowledge and consent to the collection, use and disclosure of my personal data for the purposes set out in Annex 1 of this form and in the Data Protection Policy.

Signature	Date
	D D M M Y Y Y Y

If you are under 18 years of age, please also fill in a separate form and obtain the signature of a parent/legal guardian.

--- OFFICE USE ONLY -----

System Update Completion Date: / / Staff Name:

Name of the Mentor	Mentor's Member ID number
	- -
Division	Lineage Name / Lineage Number

Annex 1 - Notification for collection, use and disclosure of personal data

We are committed to protecting your personal information and your right to privacy. If you have any questions or concerns about our policy, or our practices with regards to your personal information, please contact us at privacy.uk@shinnyo.info.

In this privacy notice, we describe our privacy policy. We seek to explain to you in the clearest way possible what information we collect, how we use it and what rights you have in relation to it.

We aim to ensure that all information you give to us is held securely and is only used in a manner that you have consented to, or would expect. Everything we do is underpinned by our values; we strive to be reliable and live responsibly to high professional standards.

This privacy notice applies to us (The Manor House, Woodstock Lane North, Long Ditton, Surbiton, Surrey KT6 5HL) as data controller with regards to the personal data you have disclosed to us. A data controller is the person or organisation who determines the purpose for which, and the way, any personal data is processed. The data controller is responsible for establishing practices and policies in line with the Regulations.

This notice explains how we collect, store and use your personal data. The information in this notice is provided in accordance with the General Data Protection Regulations (GDPR) and the applicable laws, regulations, and guidelines on data protection.

What information do we collect?

We collect data from you when you apply to become a member, or request services that we provide, or otherwise interact with us online, face to face, by post, over the phone or via SMS. Some of this information is personal data which can be used to identify you. Examples of personal data we collect when you apply to become a member include your name, address, date of birth, telephone number(s), email address as well as name and date of birth of your family members (including children below the age of 16) if they so wish to become members.

We collect Special Categories of Personal Data about you, which is particularly sensitive personal information as further defined in the GDPR. During your membership and when requesting our spiritual guidance, you may disclose information about your race or ethnicity, medical details, religious or philosophical beliefs or other personal information. Processing these types of Special Categories of Personal Data is permitted under data protection law where you as the data subject have given explicit consent and/or, where it is carried out by a religious entity in the course of its legitimate activity.

Furthermore, when you access Shinnyo-en websites, we will collect some technical data including your internet protocol (IP) address, login data (if and to the extent a login is required), browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform and other technology on the devices you use to access the relevant Shinnyo-en websites. We collect your personal data, such as name and email address, when you send us an online inquiry form via Shinnyo-en websites.

We will only collect data which is relevant to the purpose for which you have given it.

How we use your personal data

Your name, contact details and other personal data you submitted to us will be entered into our Shinnyo-en membership database which is stored electronically and/or paper-based and accessible only by authorised users. Your name, contact details and other personal data will be removed from our membership database once your personal data is no longer required for or by Shinnyo-en's services, or relevant laws and regulations.

We collect your personal data for the following purposes:

- Registration of new members;
- Maintenance and management of membership;
- Registration onto an online member portal;
- Administration of Student ID for members enrolled in the Japan-based Chiryu Gakuin dharma school and the international Chiryu Gakuin Dharma Program;
- Managing reservations for members who attend religious rites, services and training;
- Evaluation and validation of members' spiritual practice and subsequent roles and appointments within the spiritual community;
- To perform religious rites;
- To provide spiritual guidance and other religious services and training;
- Management and operation of Shinnyo-en.

We may also use your personal data to keep you informed about our work if you have requested this or have not opted out of receiving such communications. Examples of such communications are our publications, newsletters and other paper based and electronic communications.

On what legal basis we process your personal data

- Explicit consent from you as the data subject so that we can keep you informed about Shinnyo-en news, events, activities and services.
- Legitimate interests so that both religious and non-religious services, practices and rituals of Shinnyo-en may be planned, run safely and legally, and with appropriate levels of resources and equipment, and monitored for operational and management purposes.
- Processing carried out by us, as a not-for-profit body with a religious aim, provided the processing relates only to members or former members, or those who have regular contact with Shinnyo-en in connection with those purposes.
- Legal obligations to which we are subject.

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How will we contact you?

We may contact you via post, email, telephone or SMS text.

If you are a new person interested in joining Shinnyo-en or in our religious services, we will aim to capture your consent for information and for purposes of processing for which the personal data is intended, at the data collection point. You do not have to give such consent – it is your decision. Should you wish you can specify a time limit for your consent to remain valid for, after which time we will not be able to contact you unless you give further consent. As a default position we will consider consent to remain valid while you are receiving our regular communications and have not objected to doing so. You can give or withdraw consent to information and our purposes of the processing for which the personal data is intended, at any time by writing to us at the address above, emailing privacy.uk@shinnyo.info or you can call us on 020-8398-2221. Please let us know if you change your contact details or if you believe any information we hold is incorrect.

Storing and sharing your data

We store your data on a secure paper-based or local-based database in each temple or entity's premise, or cloud-based database hosted by our own (cloud) servers based in Singapore and Japan. We will share your personal data within the Shinnyo-en Group (except for a list of Shinnyo-en Related Foundations) listed in the URL link below.

<https://www.shinnyoen.org/connect/>

If, for operational purposes, we are required to move your data outside of the EEA, we will ensure that adequate levels of data protection are in place. With respect to the transfer of data to Singapore, Japan and other countries, we have entered into respective EU Standard contractual clauses ("SCCs"). You may request dpo.gdpr@shinnyo.org to provide a copy of the documents used to protect your information.

Your data will not be processed outside of us and will not be disclosed to any parties outside of us, except within the Shinnyo-en organization to administer your membership and – if and to the extent necessary – to trusted partners and affiliates with whom we work, or work for us, to complete certain tasks, e.g. sending our information material, sending electronic mail, or to process membership fees and payments for services.

With respect to the storing and other processing of your personal data, we have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. As part of our responsibilities to ensure that data we hold is accurate and up to date, we may occasionally undertake a process of data cleansing and we will employ a specialist third party to carry out that process.

We only enter into relationships with third parties who have appropriate data protection policies and procedures in place. All data held by third parties is destroyed when it is no longer needed.

We will not disclose your data to any other third parties unless we have your explicit consent to do so. At no time will your data be passed to a third party for marketing purposes.

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How long do we hold your personal data?

Your personal data will be held on our database until your personal data is not required for, or by, our services and activities or relevant laws and regulations. There may be statutory reasons beyond our control for storing data. We will not keep your personal data for any longer than is necessary. Once it is no longer required we will take all reasonable steps to destroy it or erase it from our systems.

Your Rights

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which Shinnyo-en holds about you;
- The right to request that Shinnyo-en corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data to be erased where it is no longer necessary for Shinnyo-en to retain such data;
- The right to withdraw your consent to processing the data at any time
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), where applicable.
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction to be placed on further processing;
- The right to object to the processing of personal data, where applicable.
- The right to lodge a complaint with the supervisory authority in your country concerning the lead supervisory authority for us.

Usually, you will not have to pay a fee to access your personal data, or to exercise any of the other rights. However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances.

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

We try to respond to all legitimate requests without undue delay, usually within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

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What else you should know about privacy

If you access any of Shinnyo-en's internet sites, please remember to close your browser when you have finished your session. This will help ensure others cannot access your personal information and correspondence if you share a computer with someone else, or are using a computer in a public place like a library or an internet café. You, as an individual, are responsible for the security of, and access to, your own computer.

Please be aware that whenever you voluntarily disclose personal information over the internet that this information can be collected and used by others. In short, if you post personal information in publicly accessible online forums, you may receive unsolicited messages from other parties in return. Ultimately, you are solely responsible for maintaining the secrecy of your usernames and passwords and any account information. Please be careful and responsible whenever you are using the internet.

Shinnyo-en pages may contain links to other websites, and you should be aware that we are not responsible for the privacy practices on other websites.

Your Questions

For any questions you may have regarding our Data Protection Policy and our processing of your personal data, please do not hesitate to contact us by e-mail: privacy.uk@shinnyo.info. You may also contact our data protection officer (DPO) by email: dpo.gdpr@shinnyo.org.

If at any time you have any concerns about the way your data has been processed by us and those concerns cannot be resolved by us directly you have the right to take those concerns externally and raise them with the relevant data protection authority.