



SHREE GUJARATI HINDU SATSANG MANDAL

Shree Krishna Temple

Privacy Policy

Shree Krishna Temple also known as Shree Gujarati Hindu Satsang Mandal (SGHSM) is a registered charity in England and Wales. Our registration number is 502515 and our address is Harnall Lane West, Coventry, CV1 4EZ. We can also be contacted by telephoning our office on 02476 256981 or via email address info@sktcoventry.org.uk.

Our policy is to protect your privacy when using our services whether onsite at Shree Krishna Temple or by website or by social media platforms in accordance with the EU General Data Protection Regulation (GDPR).

The information collected from our members and users is primarily used to inform you of the various programmes and events that are related to Shree Krishna Temple. We may also collect information from our various members and users via evaluation forms and surveys to get their feedback on our various programmes and events in order to further develop and improve our programmes and events and to help us progress the work of our charity.

Membership

We also collect data from members and users of the Shree Krishna Temple via membership forms, donation forms, registration forms, that could be used to identify you as an individual. The information you provide may include your name, address, telephone number and email address. Membership forms are kept locked away and membership details are also kept in a spreadsheet which is saved on a password PC. The PC is also situated in a locked office and is only made available to SGHSM committee members.

Donation details

Current methods of donation exclude cash, payments by cheque or card, in these cases your personal and financial details are provided by yourself directly to these service providers to allow your donations to be processed by them for SGHSM.

Donations may also be made directly to SGHSM via bank transfer or standing order for which, an agreement form is completed. This agreement form is used to identify yourself as the donor and includes your financial donation details to allow SGHSM to identify your donation. It may also allow us to claim gift aid if applicable. In the case of a standing order, the agreement form may also be passed onto other financial establishments such as banks or building societies to provide them with your authorisation to setup your standing order.

Financial documents

As expected, we also hold financial data and details of accounts for SGHSM. Any financial and accounts details are kept locked within a safe which includes documents such as banking documents, utility records and archived receipt books. Responsibility for locking these documentations is with the SGHSM treasurer and authorised committee members. Current receipt books are also locked away along with the booking diary but are made more accessible to the temple priests and committee members to allow them to write receipts in the general day-to-day running of the temple and are responsible to safeguard the receipt book at all times which includes locking it away when not required.

Letters and Emails

SGHSM receives and sends many letters and emails. SGHSM letters are stored in a locked filing cabinet and access to this is only allowed by the temple president, secretary, treasurer and authorised committee members. Emails are stored on a password protected server maintained by our web hosting provider. Access to SGHSM email is only made available to the temple president, secretary, treasurer and authorised committee members only.

Volunteer lists

As part of our volunteering efforts, we also maintain a list of volunteers who can be contacted where the need for volunteers arises, such as during large scale functions or where specific skills may be required. This list contains details that could be used to

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Join us on:



Harnall Lane West
Coventry
CV1 4EZ
United Kingdom

Telephone: +44 (0) 24 76256981
Email: info@sktcoventry.org.uk
Website: www.sktcoventry.org.uk
Registered Charity Number: 502515
Established: 1968



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identify you as an individual along with your professional skills and experience. The information you provide includes your email address, your name, address and your telephone number.

Gujarati School

SGHSM also holds Gujarati school which also maintains a database of children under the ages of 18. The aim of this database is to hold a record of children and adults attending classes and discourses for the Gujarati school. In this database, the name of minor is collated as well as the parents' name, address, telephone number and email address. Consent is required by parents or legal guardian to be able to hold this information.

CCTV

When you visit our temple premises, closed circuit television (CCTV) surveillance is installed and operated for both yours and SGHSM safety and security. These images and videos are being recorded 24 hours a day, 7 days a week on a server located within the building and will never be retained for longer than 30 days after which the data is overwritten, unless there is a need to keep footage for longer in which case the data will be kept for no longer than necessary pending any investigation.

The purpose of this is to be able to identify individuals for the purposes of security and crime prevention. Cameras are sited to cover the public areas of the temple such as walkways and halls/rooms. They are not sited to focus on private or residential areas.

All images and footage recorded by the CCTV remain the property of SGHSM and any requests to view CCTV footage must be provided in writing and with a valid and legitimate reason. In some extreme situations, it may become necessary to disclose images to a third party, such as when a disclosure is required by law in relation to any criminal activity.

Photography and Videography

SGHSM is a public venue carrying out services for the general public, and as such we may wish to photograph and/or video film events. We also live stream and/or particularly important event and festivals for public viewing. By entering SGHSM premises, you agree to being photographed and videoed as part of any general photography and broadcast or archived video filming. We may also display photographs of SGHSM festivals, events, and activities within the boundaries of the SGHSM building. These are for promotional and general information purposes and may include photographs of SGHSM attendees. If you are not happy with any photographs on display either within the SGHSM premises or on our website or social media, please contact an SGHSM committee member where we will endeavour to remove or mask any particular photographs or media.

Website

When you visit our website, we may also collect information such as your IP address and information about your visit, the pages viewed and browser used. All this information is collected anonymously and does not identify you as an individual unless you choose to provide your details via any on-line contact forms on our website.

We take your privacy seriously and are open about the way in which data is collected and used. This Privacy Policy covers all services provided on our website and social media platforms (i.e. Twitter, Facebook, Instagram, and YouTube). We collect, use and protect your personal data.

We will use your personal data in order to provide information and invitations to you about our programmes and events, and to fulfil your requests for information from us and to assist in progressing the work of our charity. We may use your information to contact you from time to time about the charity and to gather further information and feedback from you.

You may request that we stop using your personal data in this way at any time by contacting us using the details below. However, please note if you withdraw your consent it may prevent us from sending you up to date information from SGHSM.

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Your personal information will be held securely and will be safeguarded against unauthorised use, disclosure, alteration or destruction.

SGHSM will not share, sell, trade, lease or rent your personal information to any third parties without your express consent.

There may be circumstances where SGHSM may wish to disclose or is compelled to disclose your personal information to Third Parties, such as when we are required to disclose your data in order to provide any of the membership benefits to you that you have requested and when we are legally compelled to disclose to governmental authorities or by Court Order.

The only exception to this is if we are ever concerned that someone is a danger to themselves, or others, or we believe a child is at risk of harm.

Retention of Personal Data

We retain all data collected whilst you continue to actively be a member of SGHSM or until you request us to remove your details from our records.

All data held is protected using up to date industry standard procedures to keep it safe and secure and to prevent loss or unauthorised access. It is your responsibility to ensure that any personal data you have submitted to us is accurate and up to date. To update any of your information please contact us using the details below.

Under Data Protection Legislation you also have the right to request copies of the information we hold about you. If you feel that any data we hold, handle or use is causing damage or offence or if you have any other complaints please contact us and we will endeavour to rectify the situation.

You may withdraw your consent to us holding your data at any time. You may also request that we erase your personal data. We will comply unless there is a lawful reason for not doing so.

We may amend our Privacy Policy from time to time, especially if there are any changes to UK or European Data Protection laws. It is your responsibility to regularly check this policy for any changes or updates.

Our website contains links to other websites. This Privacy policy applies only to our website (www.sktcoventry.org.uk). Any externally linked websites shall have their own privacy policies for you to refer to and are therefore explicitly excluded from the SGHSM privacy policy.

If you have any queries regarding our Privacy Policy or your rights under it or would like to discuss any matter concerning them, you may contact us by post, telephone or email. Our contact details are provided at the bottom of this document.

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