

# Privacy & Cookies

This privacy policy tells you what to expect us to do with your personal information when you make contact with us, offer a donation, or use one of our services.

## **How we get information**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- You have made an enquiry to us.
- You make a donation that includes personal information.
- You attend one of our events.

## **Your rights**

You have the following rights in relation to the information we process:

**Access:** you have the right to ask us for copies of your personal information.

**Rectification:** you have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Erasure:** You have the right to ask us to erase your personal information in certain circumstances. For example, if you withdraw your consent for us to process your data.

**Restriction of processing:** you have the right to ask us to restrict the processing of your information in certain circumstances. For example, if you are considering an objection to the accuracy of the information we hold.

**Data portability:** this only applies to information you have given us. You have the right to ask that we transfer the information you gave us to someone else or give it to you.

You do not have to pay a charge for exercising your rights. We have one month to respond to you.

## **How you contact us**

You contact us in the following ways:

- By email
- By completing the form on our website

## **Why you might contact us**

You contact us for the following reasons:

- Make an inquiry
- Make a donation

- Make a payment for an event
- Sign up for our Newsletter

When you contact us to make an inquiry we collect information, including your personal information so we can respond to it.

When you donate, we collect your information so that we may thank you and keep you updated on our progress.

When you attend events, we collect information from you to facilitate and record our ongoing work with you.

### **How we keep store information and how long we keep it**

Our business emails are deleted within 6 months.

Email addresses are kept on our mailing list which keeps you informed of new books, events or services. Email provider

We use Gmail for our emails. You can read more about Google's Privacy Policy [here](#).

### **Visitors to our website**

Our website is built on a platform called Squarespace and they are responsible for managing, monitoring and updating the software on which the site is built. Squarespace uses Secure Sockets Layer, or SSL, which is a technology that secures the connection between your browser and our website.

SSL provides three important security benefits:

**Privacy:** Encrypts the connection between the browser and web server and securely transmits information (like login credentials) to prevent unauthorized parties from eavesdropping.

**Data integrity:** Prevents unauthorized parties from altering data during transmission

**Authentication:** Protects against impersonation by requiring web server proof of identity.

Our website has a SSL certificate so all visitors view it over an HTTPS connection which means all communications between your browser and the website are encrypted.

**Analytics:** When you visit <http://sandraguy.com> we use Google Analytics, to collect standard internet log information and details of visitor behavior patterns. We do this to find out such things as the number of visitors to the various parts of the site. This information is only processed in a way that does not identify anyone.

To opt out of being tracked by Google Analytics, visit <http://tools.google.com/dlpage/gaoptout>.

**Cookies:** We use cookies, small pieces of data that websites store on your device, to help your site run effectively and provide the best experience for you. Squarespace uses some necessary functional cookies on the site as well as performance cookies. You can find out more about them [here](#). As a user you control the cookies. For the most common browsers, you can see which cookies are active and you can clear them either from your browser or device, either globally or from a specific website.

Find out how to manage cookies on popular browsers:

[Google Chrome](#)

[Mozilla Firefox](#)

[Microsoft Internet Explorer](#)

[Apple Safari](#)

The purpose for implementing the above is to maintain and monitor the performance of our website and to improve the performance and content of the site.

### **Sharing your information**

We may share your information with our affiliate, “Santa Barbara Institute for Consciousness Studies” in order that you not miss any offered event with B. Alan Wallace. Otherwise, we will not share your information with any third parties for the purposes of direct marketing.

### **Links to other websites**

Where we provide links to third-party websites, this privacy policy does not cover how they process personal information. We encourage you to read the privacy policies on the other websites you visit.

### **Does our site allow third-party behavioral tracking?**

It’s also important to note that we do not allow third-party behavioral tracking.

### **California Online Privacy Protection Act**

CalOPPA is the first state law in the nation to require commercial websites and online services to post a privacy policy. The law's reach stretches well beyond California to require any person or company in the United States (and conceivably the world) that operates websites collecting Personally Identifiable Information from California consumers to post a conspicuous privacy policy on its website stating exactly the information being collected and those individuals or companies with whom it is being shared. – See more at: <http://consumercal.org/california-online-privacy-protection-act-caloppa/#sthash.0FdRbT51.dpuf>

**According to CalOPPA, we agree to the following:**

Users can visit our site anonymously.

Once this privacy policy is created, we will add a link to it on our home page or as a minimum, on the first significant page after entering our website.

Our Privacy Policy link includes the word 'Privacy' and can easily be found on the page specified above.

You will be notified of any Privacy Policy changes:

- On our Privacy Policy Page

Can change your personal information:

- By emailing us
- By logging in to your account

**COPPA (Children Online Privacy Protection Act)**

When it comes to the collection of personal information from children under the age of 13 years old, the Children's Online Privacy Protection Act (COPPA) puts parents in control. The Federal Trade Commission, United States' consumer protection agency, enforces the COPPA Rule, which spells out what operators of websites and online services must do to protect children's privacy and safety online.

We do not specifically market to children under the age of 13 years old.

## **Fair Information Practices**

The Fair Information Practices Principles form the backbone of privacy law in the United States and the concepts they include have played a significant role in the development of data protection laws around the globe. Understanding the Fair Information Practice Principles and how they should be implemented is critical to comply with the various privacy laws that protect personal information.

In order to be in line with Fair Information Practices we will take the following responsive action, should a data breach occur:

We will notify you via email

- Within 7 business days

We will notify the users via in-site notification

- Within 1 business day

We also agree to the Individual Redress Principle which requires that individuals have the right to legally pursue enforceable rights against data collectors and processors who fail to adhere to the law. This principle requires not only that individuals have enforceable rights

against data users, but also that individuals have recourse to courts or government agencies to investigate and/or prosecute non-compliance by data processors.

## **CAN SPAM Act**

The CAN-SPAM Act is a law that sets the rules for commercial email, establishes requirements for commercial messages, gives recipients the right to have emails stopped from being sent to them, and spells out tough penalties for violations.

## **Your right to complain**

We work to high standards when it comes to processing your personal information. If you have queries or concerns, please contact us at [info@centerforcontemplativeresearch.org](mailto:info@centerforcontemplativeresearch.org) and we'll respond.

## **Our contact details**

You can contact us via email at [info@centerforcontemplativeresearch.org](mailto:info@centerforcontemplativeresearch.org)

You can also contact us [via a form on our website](#).

## **Changes to this policy**

We keep our privacy policy under regular review to make sure it is up to date and accurate.