



Hermes Trismegistus School
of Self Knowledge

PRIVACY NOTICE

Who are we?

We are the Hermes Trismegistus School of Self Knowledge. We are a not-for-profit registered charity operating in Ireland. This school delivers free talks and classes on Consciousness, Self-Knowledge and Meditation.

This privacy policy will explain how our school uses the personal data we collect from you when you use our website or services.

Topics:

- What data do we collect?
- How do we collect your data?
- How will we use your data?
- How do we store your data?
- Marketing
- What are your data protection rights?
- What are cookies?
- How do we use cookies?
- What types of cookies do we use?
- How to manage your cookies
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What data do we collect?

Our school collects the following data:

- Personal identification information (Name, email address, phone number)

How do we collect your data?

You directly provide our school with most of the data we collect. We collect data and process data when you:

- Register for talks or classes online or by text, phone call, email or in person.
- Voluntarily complete a survey or provide feedback online or via email.
- By phone, email or online when you contact us requesting information about the school and classes.

Our school may also receive your data indirectly from the following sources:

- Eventbrite will send us your email address when you register for our events.
- Facebook. We process your information which you provide on our Facebook page.

How will we use your data?

Our school collects your data so that we can:

- Communicate with you in relation to classes and events which you have expressed an interest in or are currently attending.

We will not share your data with any third party.

How do we store your data?

Our school securely stores your data on our schools' laptops/tablets. We do not hold paper records of your data.

Our school will only keep your personal data for as long as you are a current student. Once this time period has expired, we will delete your data from our laptops/tablets.

Marketing

Our school does not process your personal data for marketing purposes.

What are your data protection rights?

Our school would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

The right to access – You have the right to request from our school copies of your personal data.

The right to rectification – You have the right to request that our school correct any information you believe is inaccurate. You also have the right to request our school to complete the information you believe is incomplete.

The right to erasure – You have the right to request that our school erase your personal data, under certain conditions.

The right to restrict processing – You have the right to request that our school restrict the processing of your personal data, under certain conditions.

The right to object to processing – You have the right to object to our school's processing of your personal data, under certain conditions.

The right to data portability – You have the right to request that our school transfer the data that we have collected to another organization, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email: info@htsk.ie

Cookies

Cookies are text files placed on your computer to collect standard Internet log information and visitor behaviour information. We do not use cookies on our website.

For further information, visit allaboutcookies.org.

Privacy policies of other websites

Our school's website occasionally contains links to other websites such as Eventbrite. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

Changes to our privacy policy

Our school keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on 30th May 2022.

How to contact us

If you have any questions about our school's privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

Email us at: info@htsk.ie

How to contact the appropriate authority

Should you wish to report a complaint or if you feel that the Hermes Trismegistus School has not addressed your concern in a satisfactory manner, you may contact the Data Protection Commissioner's Office.

Phone: 01 7650100 / 1800437 737

Or write to: Data Protection Commission, 21 Fitzwilliam Square South, Dublin 2



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