

Managing privacy and GDPR for retreat teams

Personal information is collected, processed and handled according to the Dhanakosa Privacy Policy, [published on the Dhanakosa web site](#). A full data audit is available on request.

Much of the privacy policy relates to data handling in the Dhanakosa office, however there are some aspects retreat teams should be aware of. These are summarised below.

Personal information about retreatants

The Dhanakosa office will share personal information with the retreat team they consider relevant to the retreat teams' job. The retreat team should take care to ensure this information is not disseminated to other parties. This typically includes retreat lists, information about previous contact with Dhanakosa and other Triratna centres, plus health and support needs, and can include confidential information relating to previous contact with Dhanakosa. For further information on management of confidential information please see the *Confidentiality Guidance Note* and *Inclusion and Exclusion Guidance*.

Personal contact details

Retreat teams do not have access to the Dhanakosa database or personal contact details. If retreat teams need to contact individuals this should always be done through the Dhanakosa office. Similarly, retreatants will not be given retreat team contact details without the permission of the retreat team member.

Communications and follow-up post retreat

Any facilitation of a retreat follow-up contact arrangement (e-mail list) should include an explicit statement that participation is optional and that everyone on the list will have access to the personal contact information given (even though this is obvious!). Retreatants must give their e-mail addresses themselves, we will not give details from the Dhanakosa database as this would be a breach of our Privacy Policy.

On some retreats retreat leaders invite retreatants to write a letter to themselves. If this or any similar exercise is done that means people's personal contact details are potentially visible to other retreatants. The retreat team must take appropriate steps to protect retreaters privacy by keeping personal details secure.

The Dhanakosa office can send out follow-up information that relates directly to the retreat on the retreat leader's behalf but will not send out publicity for other events or information of a more general nature.