

PRIVACY NOTICE and GDPR

At Dhama Sun, we are committed to protecting and respecting your privacy. This Privacy Notice explains how we collect, use and store your personal data in accordance with the General Data Protection Regulation (GDPR) and the UK Data Protection Act 2018.

Who Are We?

Dhama Sun offers mindfulness and meditation courses both online and in person, 1:1 Mindful Coaching as well as The Happiness Habit Podcast. Our aim is to support your wellbeing through grounded, practical mindfulness practices. We only collect personal data necessary to deliver our services safely and effectively.

Data Controller:

Dhama Sun

Email: hello@dhamasun.com

Website: www.dhamasun.com

What Information We Collect

We may collect and process the following types of personal data:

- **Personal Identifiers:** Full name, email address, phone number, postal address
- **Health Information:** (Only if relevant to course delivery and with your consent)
- **Payment Information:** Collected securely via Squarespace and third-party payment processors (e.g., Stripe, PayPal). We do not store card details
- **Course Information:** Records of your course bookings, attendance, feedback and any preferences or notes provided by you
- **Digital Usage Data:** Interaction with our website, emails and online content (cookies and analytics, see below)

How We Use Your Information

We process your data for the following purposes:

- To register you for courses or events (online or in person)
- To process payments securely
- To send booking confirmations, course materials, reminders and relevant updates
- To personalise and improve our services
- To meet legal or contractual obligations

We always process your data lawfully, fairly, and transparently. Most commonly, this is under one of the following bases:

- **Consent**
- **Contractual necessity**
- **Legal obligation**
- **Legitimate interest**

Sharing Your Information

We will never sell or rent your data. We may share it with trusted third parties who assist in delivering our services, such as:

- Secure payment processors (e.g., Stripe or PayPal)
- Email newsletter platforms (e.g., Mailchimp, Squarespace or ConvertKit)
- Course delivery platforms (e.g., Thinkific, Square Space, Teachable or Zoom)

All third-party service providers comply with data protection laws and will only process your data on our instructions.

Data Storage and Retention

Your data is stored securely in GDPR-compliant systems. We only keep your personal data for as long as necessary:

- Course-related information: up to 7 years (for accounting and legal purposes)
- Email and communication preferences: until you unsubscribe or request deletion
- Health/disability information (if applicable): deleted within 30 days after course completion unless required longer for safeguarding

Your Rights

You have the following rights under GDPR:

- The right to access the personal data we hold about you
- The right to request correction of inaccurate data
- The right to request erasure ('right to be forgotten')
- The right to restrict or object to processing
- The right to data portability
- The right to withdraw consent at any time
- The right to lodge a complaint with the [Information Commissioner's Office \(ICO\)](#)

To exercise any of your rights, contact us at hello@dhamasun.com

Cookies and How We Use Them

Our website uses cookies to enhance your browsing experience, understand how visitors use our site and improve the way we deliver our services. Cookies are small text files placed on your device when you visit a website.

Types of Cookies We Use

- **Essential cookies** – These are necessary for the website to function properly (e.g., to enable secure payments or navigation).
- **Analytics cookies** – These help us understand how visitors interact with our website (e.g., via Google Analytics) so we can improve content and usability.
- **Performance and functionality cookies** – These remember your preferences (like language or region) to make your experience smoother.
- **Third-party cookies** – We may embed content (such as YouTube videos) or use tools from trusted partners that set their own cookies.

Managing Cookies

When you visit our site, you will be shown a cookie banner allowing you to accept or reject non-essential cookies.

You can also manage or delete cookies through your browser settings at any time.

However, please note that disabling certain cookies may affect your experience of the website.

To learn more about cookies, you can visit www.allaboutcookies.org.

Changes to This Privacy Notice

This notice may be updated occasionally to reflect changes in law or practice. The latest version will always be available on our website. We recommend checking it from time to time.