

## **Privacy Policy**

*(October 2019)*

Your privacy is important to us. This policy explains what types of personal information will be gathered when you disclose your personal data on any of our electronic forms you find online on [www.mooji.org](http://www.mooji.org) . Personal data means information or pieces of information that could allow us to identify you.

In case you have been agreeing with other Privacy Policies issued by us, they will apply additional to the present one, except the clauses/provisions that are contradictory, in which case the present one shall prevail over the previous ones.

### **Information Collected**

We collect the following personal data: your full legal name, email, gender and age. The data is collected through our third party partner SurveyMonkey of which Privacy Policy you can read here: <https://www.surveymonkey.com/mp/legal/privacy-basics/>

The legal name, email, gender and age are optional personal data collected for survey purposes and to contact you in case we want to publish your feedback on our website or to follow up with you about any feedback, questions or concerns you provided. Please take into account all information you give shall be kept and used in an anonymous way, except where you voluntarily disclosed your name and email. However, we will use your personal data only inside our Organisation and we won't publish any piece of information you disclose to us throughout the present survey form without your express written consent.

We may store this information manually or electronically.

### **How the information collected is used**

The personal information you provide to us will only be used for the purposes stated above. Personal information will not be sold to third parties or provided to direct marketing companies or other such organisations. Personal information collected and/or processed by us is held in accordance with the provisions of EU General Data Protection Regulation 2016/679.

### **How we store information collected and for how long**

Information which you provide to us is stored on our secure servers which are located in the European Union.

By submitting personal information, you agree to this transfer, storing and processing. We will take all steps reasonably possible to ensure that your data is treated securely. Please be aware that the personal data you may voluntarily submit to us via any of our official media channels may be shared within the Organisation, strictly on a need to know basis.

The personal data you disclose to us by subscribing to this survey shall be processed, shared and stored for a period of maximum 2 years for the above-mentioned purpose.

### **Confidentiality Notice**

EJ101019

All personal data disclosed to us shall be treated as confidential by all Organisation's employees, assistants and helpers. We have implemented procedures and workflows so that we ensure that your personal data (including possible voluntarily provided personal data such as, but not limited to, correspondence, Skype calls, recordings of any kind, audio, video, photography, etc.) will be treated with utmost respect, taking into account the principle of using your personal data lawfully, fairly and ethically only by specific people for specific purposes where is relevant for their workflow, keeping it secure and at your disposal by request, and/or safely destroying/deleting it when it is not relevant/needed anymore for the purposes it was collected.

### **Rights you have concerning your personal data**

The law gives you the right to access information held about you. It also gives you the right to object to processing of the data relating to you. You may also request rectification or erasure of your personal data and withdraw your consent to the processing of your personal data for one or more purposes, the right to portability of data, the right not to be subject to automatic decisions and the right to address your complains to a data protection supervising authority. However, in case you decide to withdraw your consent for one or more purposes herein listed, withdrawal which will make us unable to provide you with the service required and/or with any ongoing contractual and/or legal obligations that we may have towards you and/or towards others, we reserve our right to reasonably refuse such withdrawal. For further information about such rights and how to exercise them, please write an email to [dataprotection@mooji.org](mailto:dataprotection@mooji.org), providing your full legal name, the information you are requesting access to, the rights you would like to invoke and the reasons/concerns on which your request is based.

### **Contact and changes concerning this Privacy Policy**

Any queries or concerns about this Privacy Policy can be sent to [dataprotection@mooji.org](mailto:dataprotection@mooji.org) . This Privacy Policy applies equally for the personal data collected by any and all of the following organisations (herein collectively referred to as "Organisation"): Mooji Foundation Ltd., Mooji Media Ltd., Associação Mooji Sangha and Jai Sahaja – Alojamento e Comercio de Productos Basicos, LDA.

Any changes to this Privacy Policy shall be posted on [www.mooji.org](http://www.mooji.org) and where appropriate you will be notified by email.