

DATA PROTECTION POLICY
[PRIVACY POLICY]
AL-MARYAM

AL-MARYAM stands registered with the CHARITY COMMISSION for England & Wales [no: 1181384]. The CIO's Admin Office is based at:

ZENITH BLDG, 365 CHAPEL STREET SALFORD
Gr MANCHESTER M3 5JT

We are committed to protect personal information and privacy of all our trustees, members, associates, employees, volunteers and others who work with us or for our CIO. The data and information files thus made will only be kept in record for the Commission or the relevant department of the UK government.

By contacting us, using our services or visiting our website [**al-maryam.com**] the members and staff are presumed to agree this Policy. If there is / are queries about this Policy, please drop a polite note at almaryamuk@gmail.com

The Privacy:

Everyone has rights with regard to the way in which their personal data in handled. During our activities, we will collect, store and process personal data about our trustees, members, associates, employees, volunteers, clients, and other third parties, and we recognise that the correct and lawful treatment of this data will maintain confidence in the organisation.

Your personal data, which may be held on paper or on a computer or other media, is subject to certain legal safeguards specified in the Data Protection Act or UK's equivalent regulations.

This policy and any other documents referred to in it, sets out the basis on which we will process any personal data we collect from you or that is provided to us by yourself or other sources. This policy sets out rules on data protection and the legal conditions that must be satisfied when we obtain, handle, process, transfer and store personal data.

How do we collect personal information?

We collect personal information about you when you interact with us for example when you visit our website, register for Payroll Giving, when you set up a fundraising page in the name of AL-MARYAM or when you make a donation to an appeal or campaign managed by AL-MARYAM.

What personal information do we collect?

Personal information we collect about you may include your name, postal address, email address, phone numbers, date of birth, NI number or payroll number. We do not collect "sensitive personal data" about you.

We may also collect information about how our website is used and track which pages users visit. We use this information to monitor and improve our website.

How do we use personal information?

We use the personal information collected from you for these purposes:

- to enable your donation(s) to reach us;
- to inform your employer of your decision to donate and to enable them to deduct the donation from your pay, if required.

We will only use your information to enable your donation to reach AL-MARYAM or charities so you may be contacted in the event of a specific query needed to resolve any issue with the processing of your donation.

Lawful basis for processing your personal information

Under Article 6 of the General Data Protection Regulations (GDPR) our lawful basis for processing and holding personal information is 'legitimate interest' as it is necessary for AL-MARYAM to use this information where lawfully required.

Fair Processing Notice

Our Fair Processing Notice covers the kind of information we use, what we use your Personal Data for, how we process and protect your information.

AL-MARYAM will be your Data Controller

AL-MARYAM is registered as a Data Controller with the Information Commissioner's Office [ICO].

Do we provide information to other parties?

We will never sell your data to any third party nor will we share your details with other entities for marketing purposes.

We will only share information with other organisations where we have your permission to do so in accordance with this Privacy Policy or where it is necessary for a legitimate reason connected with the services we offer, or where it is required by law or regulation.

If you have opted to share your contact details with other chosen charities we will pass these on through our statements service.

The charity is only permitted to contact you if you give them specific consent. They might send you updates about news, events and fundraising activities.

Your choices

You have a choice about whether or not you wish to receive information from the charities you support. If you do not want to receive communications from your chosen charities then you can select your choices by ticking the relevant boxes situated on the forms where we collect your information.

You can change your communication preferences at any time by informing AL-MARYAM.

Gift Aid

Some donations you make through AL-MARYAM's services will be eligible for Gift Aid and we claim Gift Aid on your behalf.

Once we have received these funds from HMRC we will either pass this to the charities or, where applicable, will add this to your My Giving Account balance.

For AL-MARYAM to claim Gift Aid on your donation, you must currently pay Income Tax equal to or more than the amount of tax which will be reclaimed on your donation. The payment of other taxes such as Council Tax and VAT does not qualify.

As part of this process AL-MARYAM is required to submit your details including your address to HMRC, and in asking us to make a Gift Aid claim you are giving us permission to use your personal details in this way.

Data security

AL-MARYAM is committed to keeping your personal information safe and secure.

We will put in place procedures and technologies to maintain the security of all personal data from the point of collection to the point of destruction. Personal data will only be transferred to other agency or company if they are directed to collect on behalf of GOV.UK or the Charity Commission for England & Wales.

All our employees and the employees of any subcontractors who process data on our behalf are obliged to comply with our strict information security procedures.

Where your data is held

Your personal data is held in our office records only. We do not transfer your data outside UK.

Cookies

Cookies are small text files stored on your device when you access most websites on the internet or open certain emails. Among other things, cookies allow a website to recognise your device and remember if you've been to the website before.

AL-MARYAM doesn't use cookies yet.

How you can update your information

The accuracy of your information is important to us. We're working on ways to make it easier for you to review and correct the information that we hold about you. In the meantime, if you change email address, or any of the other information we hold is inaccurate or out of date, please email us at: info@al-maryam.com

Subject Access Requests

You have the right to request a copy of the information we hold about you; we reserve the right to charge a small fee (no more than £10) for information requests in order for us to cover our costs in providing you with details of the information we hold about you especially where the request is deemed to be excessive, repetitive or unfounded.

Before we are able to assist with your request, we need you to confirm your identity and what data you require. Please use our Subject Access Request Form to start this process.

Following your request, we have a 30 day time frame to provide you with the information. If we need to contact you to ask you to define, narrow or modify your requirements this could result in an extension of a further 60 days whilst we examine your request.

Complaints

In the first instance, you should contact al-maryam's chief using our standard complaints procedure.

If you remain unhappy with our use of your personal data, you have the right to complain to the Information Commissioner's Office. We would encourage you to contact us in the first instance so we can attempt to resolve any concerns.

Any questions about the operation of this policy or any concerns that the policy has not been followed should be referred in the first instance to Inam R Sehri at inamsehri@gmail.com