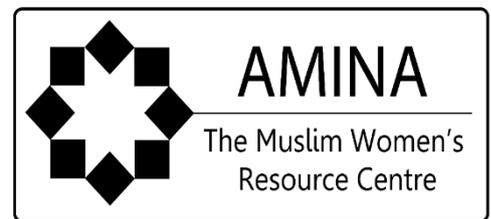


Privacy Policy



Introduction

Amina MWRC is a Company Limited by Guarantee number SC432921 and a Scottish Charity number SC027690. It is managed by an elected Board of Directors who are also Charity Trustees. Directors /Trustees take ultimate responsibility for the strategic direction and work of the charity, governance of the organisation and the way in which it spends the money given by funders and donors to achieve its aims.

Amina is a national organisation which works with Muslim women by giving them opportunities to have their voices heard and to improve their skills and become more confident in participating in their own communities and at a wider level.

Amina's head office is in Citywall House, 32 Eastwood Avenue, Glasgow, G41 3NS. You can call us on 0141 212 8420, or email us at info@mwrc.org.uk.

Privacy Policy

Amina cares about your privacy. We are committed to storing and processing your personal data safely and being transparent about all our privacy practices.

This privacy policy explains the types of personal data we may collect about you when you become involved with Amina. It tells you what our lawful bases are for processing this data, which justify why and how we collect the data. It also explains how we'll store and handle that data, and keep it safe. Personal data is held and processed by Amina in accordance with the General Data Protection Regulation 2018.

All employees, Board of Directors, volunteers, interns and placement students are trained in our Data Protection practices. We regularly update our privacy policy and will let you know whenever we make major changes. This policy was last updated in July 2018.

If you have any questions, please don't hesitate to get in touch with us at info@mwrc.org.uk or call us on 0141 212 8420. We're happy to talk through our data protection policies and procedures and what they mean for you.

What are your rights over your personal data?

Amina respects your rights over your personal data. You may exercise these rights by emailing info@mwrc.org.uk or calling 0141 212 8420. Please note that they are all subject to our legal obligations and our work in the public interest as organisation empowering Muslim women.

You have the right to:

- Request access to the personal data we hold about you.
- Request copies of the personal data we hold about you in order to transmit this information to another service provider.
- Request the correction of your personal data when incorrect, out of date or incomplete.
- Withdraw your consent from any consent-based processing of your personal data.
- Object to any processing of your personal data that has its basis in legitimate interest.
- Challenge the accuracy or lawful basis of the processing of your data and request a temporary restriction of this processing.

- Request the deletion of all the personal data that we hold about you and an end to the processing of this data. Please note that we may be required to store some of your personal data after this request to comply with our legal obligations.

To act on any of these rights, please contact Amina at info@mwrc.org.uk or write to Amina MWRC, Citywall House, 32 Eastwood Avenue, Glasgow, G41 3NS.

To protect the confidentiality of your information, we will ask you to verify your identity before proceeding with any request you make under this Privacy Policy.

1. GETTING IN TOUCH WITH MWRC

1.1 What sort of personal data do we collect?

There are lots of reasons why you might want to get in touch with Amina. You might need support on our helpline, or a more general enquiry, and we want to make sure we're able to respond to you.

As part of the conversation between us, we may ask you for: your name, your organisation (if applicable), your email address, your address and your contact number.

1.2 How and why do we use your personal data?

We use your personal data to respond to your enquiry. We may also record your enquiry for our records, so that we can see how Amina is being used and how this is changing through time. This information informs our development in line with our Strategic Plan, our Vision and our Values.

In some instances, we may get in touch with you after your enquiry if we think you will be interested in an opportunity or event with Amina. For example, if you enquire about women's groups and our Women's Friendship Group will be meeting soon, we might get in touch to ask if you would like to join. We will only get in touch with you about opportunities specific to but outside of your original enquiry within 3 years of your original enquiry. We will not add you to our mailing list or membership list unless you request to be added.

1.3 How we protect your personal data

We look after your data with the utmost care and ensure that your privacy is respected at all times in line with our policies and procedures. We treat all information that you provide as confidential, and your data is stored securely.

1.4 How long will we keep your personal data?

We retain your personal data for our records for 3 years in order to learn how people are using Amina so that we can improve our services in line with our Strategic Plan, our Vision and our Values. We may also use this information to report to our funders or in funding applications, but in these instances it will be anonymised. You can ask us to delete this information at any time by getting in touch with us.

1.5 Who do we share your personal data with?

Your data is treated confidentially and we will not share it with any third parties. If we use this information for funding purposes, your data will be anonymised.

2. MEMBERSHIP AND MAILING LISTS

2.1 What sort of personal data do we collect?

If you join the Amina's mailing list, we may ask you for: your name and email address.

We process this information with your consent. We will add you to the mailing list or register your membership if you have actively asked us to do so.

2.2 How and why do we use your personal data?

If you join our mailing list, we will use your personal information to send out a monthly Amina newsletter to the email address you provide. This gives information about upcoming events and other news.

2.3 How we protect your personal data

We look after your data with the utmost care and ensure that your privacy is respected at all times in line with our policies and procedures. We treat all information that you provide as confidential, and your data is stored securely.

2.4 How long will we keep your personal data?

If you subscribed to our mailing list, we will retain this information for as long as you are happy for us to keep it. Membership information will be retained for 2 years unless you renew. You can unsubscribe from our mailing list or membership at any time. We may retain your associated personal data for our records and for anonymised reporting to funders. Retaining your data enables us to reflect on our engagement and develop as an organisation in line with our Strategic Plan, our Vision and our Values. If you would like us to delete this data, please get in touch.

2.5 Who do we share your personal data with?

Your data is treated confidentially and we will not share it with any third parties.

3. EVENTS BOOKING AND ATTENDANCE

3.1 What sort of personal data do we collect?

If you book to attend an event at Amina (or an event organised by/with Amina but at another venue), we may ask you for: your name, address, email address, phone number, accessibility & dietary requirements. If you book via a website for a paid event, you will be directed to Eventbrite or PayPal to make the payment.

If you attend an event, we may take photographs. When we are taking photographs for potential use in promotional materials in which you can be identified, we will do this only with your permission and you are under no obligation to provide this. You will sign the photograph consent on the event registration form.

In the instance that an event is organised by a party other than Amina but takes place at Amina (for example, if Amina's space has been hired by an external organisation for a public event), the organising party's privacy policy will apply for all attendance paperwork.

At the end of an event, we may ask you to complete an anonymous Equal Opportunities Monitoring and Feedback Form. You are under no obligation to complete this. The information we may ask for includes: your age, postcode, event attended, event feedback, gender identity,

sexuality, information on health conditions or disabilities, ethnicity, and religious identity. This information is provided and processed anonymously.

We process your booking information by contractual obligation. We process the information you provide as part of your photography permissions with your consent. We process your sensitive data with your consent and for equal opportunities monitoring.

3.2 How and why do we use your personal data?

If you book to attend an event at Amina (or an event organised by/with Amina but at another venue), we will use this information to process your booking and to contact you with information about the event.

If we take photographs at events, this will form part of our growing archive which records the activities, projects and exhibitions at Amina. If you have given your permission for a photograph to be taken where you can be identified, it may be used in promotional materials, such as in our printed flyers, annual reports or website.

If you sign our photography permissions form, we will use this to record which photos we can use in promotional material, and to record attendance for events.

If you complete an Equal Opportunities and Monitoring Form, we will use this information to reflect on feedback provided so that we can improve, develop as an organisation and respond to user suggestions and comments. We also use the information to reflect on the diversity of our users, to develop our work and engagement in line with our Equality and Diversity policy, and for reporting purposes.

3.3 How we protect your personal data

We look after your data with the utmost care and ensure that your privacy is respected at all times in line with our policies and procedures.

We store photographs securely on password-protected hard drives and computers, and only use photographs (if they show identifiable persons) in promotional material where permissions have been provided. We store consent forms securely.

We store Equal Opportunities and Monitoring data securely and anonymously.

3.4 How long will we keep your personal data?

All information provided to us at the time of booking for an event will be retained for up to 7 years. We do not see or process any credit card or bank details, you will be directed to PayPal or Eventbrite to complete payment for an event.

Photographs from events form part of our Amina's collection. As such, we retain all photography permissions as part of our records. This information includes a name, email and signature.

The Equal Opportunities and Feedback information is provided, stored and processed anonymously, and forms a key element in how we develop as an organisation in line with our Strategic Plan, our Vision and our Values. We retain this data for our own records, reflection, development and reporting.

3.5 Who do we share your personal data with?

In some instances, we may share photographs with external press for use in publicity. We also share photographs in our own promotional material, such as printed programmes, flyers, presentations and on our website. You can withdraw your photography permissions for specific photographs at any time.

We may share photography permissions sheets (which show your name) and anonymous equal opportunities and feedback forms with partner organisations known to you when delivering joint projects. We won't share your contact details with other organisations without your individual request or agreement. We do not share your personal data with any other third parties.

4. BEING OUR SUPPORTER/DONOR

4.1 What sort of personal data do we collect?

If you become an Amina supporter or donor, we may ask for: your name, address, email address, telephone number, and bank details.

The lawful basis for processing the information you provide as an Amina supporter is by your consent and for legal obligations, for example we pass your details to HMRC for Gift Aid processing where applicable.

4.2 How and why do we use your personal data?

We use your personal data to process your donation and your Gift Aid if applicable. With your consent, we will send monthly Amina newsletters which detail upcoming events and news. With your consent, we will also send you an annual email with what Amina has achieved over the year and to thank you for your support. You do not need to consent to join either newsletter in order to become a supporter. If you become a supporter via Direct Debit, we will send your bank details to your bank in order to process your donation. If you become a supporter via our website, PayPal will process your donation.

4.3 How we protect your personal data

We look after your data with the utmost care and ensure that your privacy is respected at all times in line with our policies and procedures. All data stored digitally is password-protected and the finance officer stores all paperwork securely.

4.4 How long will we keep your personal data?

If you choose to no longer be an Amina supporter, we will retain your bank details for 6 years after the cancellation of your donations, due to financial obligations. If you become an Amina supporter via PayPal, your details are subject to their retention policy which you can find [here](#). We may retain your name, membership information, address, email address and telephone number for 6 years after the financial year end in line with our retention period.

4.5 Who do we share your personal data with?

We will send your information to our bank to process the donation and to HMRC to process Gift Aid where applicable. We do not share your personal data with any third parties.

5. ONE TO ONE SUPPORT AS A SERVICE USER

5.1 What sort of personal data do we collect?

If you become a Service User at Amina for any of our projects, we may ask for: your name, date of birth, address, email address, and telephone number.

We process this information with your consent.

5.2 How and why do we use your personal data?

We use your personal data to record and monitor your support journey with Amina, and/or to get in contact to arrange future events/appointments. We may also use your personal data anonymously in reporting to funders.

5.3 How we protect your personal data

We look after your data with the utmost care and ensure that your privacy is respected at all times in line with our policies and procedures.

5.4 How long will we keep your personal data?

We will keep your personal information for as long as you are a service user at Amina and for 3 years after in line with our retention policy. We may keep some of your personal data, for example your name and contact information, for longer than 3 years for our own internal processes of reflection and development, unless you exercise your right to withdraw consent or be forgotten.

If you have been involved with Amina in other ways, for example, attending events or joining the mailing list, the data you have provided in these instances may be retained in order to help us develop in line with our Strategic Plan, our Vision and our Values.

5.5 Who do we share your personal data with?

With your consent, we may share your personal data with individuals or organisations that you have a relationship with, for example, an individual or organisation that referred you to Amina. We will not share your personal data with any other third parties, unless legally obliged to do so.

6. CONSULTANTS, VOLUNTEERS, PLACEMENTS AND INTERNS

6.1 What sort of personal data do we collect?

If you apply to be a consultant, volunteer, intern or placement student at Amina, we may ask you for: your name, telephone number, address, email address, equal opportunities monitoring, work experience, study information, and information on medical conditions.

By completing this application form, you are consenting to us processing this information. You are under no obligation to complete all sections of the form, including the section on medical conditions or health requirements.

6.2 How and why do we use your personal data?

We use your personal data in order to process your volunteer, placement or internship application, to invite you to interview and to ensure we have your medical conditions and personal information available while you are working with us, in case of emergencies.

6.3 How we protect your personal data

We look after your data with the utmost care and ensure that your privacy is respected at all times in line with our policies and procedures. We treat all information that you provide as confidential, and your data is stored securely by our Administration Officer in the respective office.

6.4 How long will we keep your personal data?

If you work with us as a consultant, volunteer, intern or placement student, we will keep your application for up to 3 years after you have left or are no longer involved with Amina.

If you send in a volunteer, internship or placement application but are not successful, we will keep your application for up to 6 months after the application procedure is finished.

If you have volunteered at Amina, we retain a record that you were a volunteer for our own archiving and development purposes. Likewise, if you have been involved with Amina in other ways, for example, attending events or joining the mailing list, the data you have provided in these instances may be retained in order to help us develop in line with our Strategic Plan, our Vision and our Values.

6.5 Who do we share your personal data with?

Your data is treated confidentially and we will not share it with any third parties.

7. RECRUITMENT

7.1 What sort of personal data do we collect?

If you apply for a job at Amina, we may ask you for: your name, telephone number, address, email address, employment details, and qualifications. If you are successful in your application, we will ask you for your bank details and the information on your right to work in the UK.

The lawful basis for processing this information is contractual, and, in the instance of enrolling employers in a pension scheme and payroll, and disclosing salary details to HMRC, it is by legal obligation.

Once in post, we collect information on disabilities and health conditions of staff and ask for an emergency contact name and number in the event of an emergency, and so that we can respond appropriately to health and disability issues and needs. We process this information for your own health and safety under Employment Law and for our contractual obligations.

7.2 How and why do we use your personal data?

We use your personal data to process your job application, invite you to interview, and to retain the information we require for contracts, payroll and pensions.

7.3 How we protect your personal data

We look after your data with the utmost care and ensure that your privacy is respected at all times in line with our policies and procedures. We treat all information that you provide as confidential, and your data is stored securely and for no longer than is necessary.

7.4 How long will we keep your personal data?

If you work with us as an employee, we will keep your personnel file for 6 years after your contract has come to an end. After this time, your personnel file will be deleted.

If you send in a job application but are not successful, we will safely delete your application after 6 months from the end of the application process.

If you have been involved with Amina in other ways, for example, attending events or joining the mailing list, the data you have provided in these instances may be retained in order to help us develop in line with our Strategic Plan, Our Vision and Our Values.

7.5 Who do we share your personal data with?

If you become an employee at Amina, we will share some of your data with our payroll and pension providers, and HMRC. We do not share your personal data with any other third parties.

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Thank you for taking the time to read our Privacy Policy. If you have any questions or feedback, please don't hesitate to get in touch with Amina MWRC by calling us on 0141 212 8420, or emailing info@mwrc.org.uk.