

Al Madad Foundation Data Protection Policy

Al Madad Foundation is committed to a policy of protecting the rights and privacy of those with whom we work in accordance with The Data Protection Act 1998. This policy applies to all staff and volunteers, as well as any operational partners or sponsors. Any breach will be considered to be an offence for which appropriate disciplinary procedures apply.

As a matter of good practice, other organisations and individuals working with the Foundation, and who have access to personal information, will be expected to have read and comply with this policy. It is also expected that any staff who deal with external bodies will take responsibility for ensuring that such organisations sign a contract agreeing to abide by this policy.

Legal Requirements

Data is protected by the Data Protection Act 1998, which came into effect on 1 March 2000. Its purpose is to protect the rights and privacy of individuals and to ensure that personal data is not processed without their knowledge, and, wherever possible, is processed without their consent.

The Act requires us to register the fact that we hold personal data and to acknowledge the right of 'subject access', meaning that individuals must have the right to copies of their own data.

Purpose of data held by the Foundation:

Data may be held by us for the following purposes:

1. Staff administration
2. Fundraising
3. Realising our charitable objectives
4. Accounting and recordkeeping
5. Advertising, marketing and public relations
6. Information and database administration
7. Print and media
8. Research
9. Volunteers

Data Protection Principles

As relates to the Data Protection Act 1998, we are the 'data controller', and as such determine the purpose for which, and the manner in which, any personal data is, or will be, processed. We must ensure that we:

1. Fairly and lawfully process personal data

We will always put our logo on all paperwork, stating their intentions on processing the

data and state if, and to whom, we intend to give the personal data.

2. Process data for a limited purpose

We will not use data for purposes other than those agreed by data subjects. If the data held by us is for any reason requested by external organisations, it will only be provided if the data subjects agree, or if required by law. Also external organisations must state the purpose of processing, agree not to copy the data for further use and sign a contract agreeing to abide by The Data Protection Act 1998 and Al Madad Foundation's Data Protection Policy.

3. Processing data adequately, relevantly and not excessively

The Foundation will monitor the data retained for our purposes, ensuring we keep neither too much nor too little in respect of the individuals about whom the information is held. If data given or obtained is excessive for such purpose, it will be deleted or destroyed.

4. Do not keep data longer than necessary

We discourage the retention of data for longer than it is required.

5. Process data in accordance with the individual's rights

All individuals on whom the Foundation holds data have the right to:

- Be informed upon request and within 40 working days of all the information held about them
- Prevent the processing of their data for the purpose of direct marketing
- Compensation if they can show that they have been caused damage by any contravention of the Act
- The removal and correction of any inaccurate data about them

6. Hold data securely

Appropriate technical and organisational measures shall be taken to prevent unauthorised or unlawful processing of personal data, and against accidental loss or destruction.