

# **Wessex Jamaat Privacy Policy**

## **Introduction**

We rely on your generosity in order to carry out our charitable activities and are therefore committed to be transparent about how we use and securely store your personal details. In accordance with the EU General Data Protection Regulations (GDPR), we are committed to storing your data securely and ensuring that it is not violated in any way.

## **Who are we?**

Wessex Shia Ithna Asheri Jamaat (Wessex Jamaat) was formed in 1982 and became a registered charity in the United Kingdom (Registered Charity Number 1010076) on 25 March 1992. It is also a member of the Council of European Jamaats (CoEJ).

## **What information do we collect?**

We collect information in the following ways:

### **Information you give us**

- We may collect your details when you engage with our social media or message boards, make a donation to us, register for an event or otherwise provide us with personal information.
- Information we get from your use of our website and services
- We collect information about the services you use and how you use them. Wherever possible we use aggregated or anonymous information which does not identify individual visitors to our websites. When someone visits our website, we use a third-party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things like the number of visitors to various parts of the site. This information is only processed in a way which does not identify anyone. We do not make, and do not allow Google to make any attempt to find out the identities of those visiting our website.

### **Information from third parties**

- We may also receive information about you from third parties. This can include information such as your name, postal address, email address, phone number, your geographic location (for mobile devices), credit/debit card details and whether you are a tax payer so that we can claim Gift Aid. We, like all companies, are able to confirm what browser you are using, IP address and computer operating systems that are being used and this information may be used to improve the services we offer.

## **How do we use your information?**

We may use your information to:

- process a donation that you have made
- process orders that you have submitted
- carry out our obligations arising from any contracts entered into by you and us
- seek your views or comments on the services we provide
- notify you of changes to our services
- send you communications, which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other fundraising activities, promotions of our associated companies, goods and services
- process a loan, grant or job application

We review our retention periods for personal information on a regular basis. We are legally required to hold some types of information to fulfil our statutory obligations (for example the collection of Gift Aid). We will hold your personal information on our systems for as long as is necessary for the relevant activity, or as long as is set out in any relevant contract you hold with us.

We will not sell or rent your information to third parties.

We will not share your information with third parties without your explicit consent.

When you are using our secure online donation pages, your donation is processed by a third-party payment processor, who specialises in the secure online capture and processing of credit/debit card transactions. If you have any questions regarding secure transactions, please contact us by emailing [info@almahdi.org.uk](mailto:info@almahdi.org.uk).

We may transfer your personal information to a third party in order to comply with any legal obligation or to enforce or apply our terms of use or to protect the rights, property or safety of our supporters and customers. However, we will take steps with the aim of ensuring that your privacy rights continue to be protected.

### **Marketing**

We will not use your personal information for marketing purposes if you have indicated that you do not wish to be contacted by us for such purposes. However, we will retain your details on a suppression list to help ensure that we do not continue to contact you.

### **Access to your information and correction**

You are entitled to view, amend, or delete the personal information that we hold. You also have a right to restrict how we contact you. Please email your request to [info@almahdi.org.uk](mailto:info@almahdi.org.uk)

### **Cookies**

We do not use cookies to personally identify anyone. If we use them, it is to enhance your experience when using the website by identifying how it is being used and where we can make improvements. We may also use cookies to monitor how our advertisements perform. Please see our Cookies Policy for further information <https://www.almahdi.org.uk/>

### **External websites**

Our site may, from time to time, contain links to other sites, not owned or managed by us or links to the websites of our partner networks, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

### **Changes to our Privacy Policy**

We may change our policy from time to time so please visit our website and read through our privacy policy each time you share your personal information with us. If you do not agree to these changes, please do not continue to use our website to submit personal information to us. If material changes are made to the Privacy Policy, we will notify you by placing a prominent notice on the website.

# **Al Mahdi Madrasa Privacy Policy**

## **Data Controller**

The Madrasah Admin Team, Director of Madrasah - for parent, student, teacher and fees data  
The Wessex Jamaat Treasurer - for fee payment data (if paid electronically or by standing order)

## **Data Processors**

1. Council of European Jamaats (sending of copies of ID documents taken from teachers for DBS checks)
2. Wessex Jamaat Executive (for parent's fees, and general [anonymous] statistics for capacity planning)
3. No other data is shared with any other entity for any other purpose

## **What Data Is Held Electronically?**

The madrasah online database has:

### **Data on students**

1. Provided by parent on registration form e.g. name, date of birth, name of school, note of any medical conditions or learning support needs, consent to take photographs of child
2. Collected in Madrasah: attendance register, current quran class, current madrasah house, notes made by admin team, record of salaah or dua assessments

### **Data on parents**

1. Provided by parent on registration form e.g. name, address, phone/email contact, alternative emergency phone contact(s)
2. Collected in Madrasah: fees due, fees paid, notes made by admin team

### **Data on teachers**

1. Provided by teacher on joining Madrasah: name, class/subject, phone or email contact
2. Collected in Madrasah: DBS last checked date, training courses attended

### **Data on potential teachers**

1. Collected during registration at teacher training sessions that are open to non-Madrasah teachers: name, contact details

### **Data on previous teachers**

1. Collected by Madrasah: DBS last checked date

## **The madrasah also maintains paper copies of the data above:**

1. Attendance registers
2. Student/Parent registration forms
3. Salaah/Dua assessment results

## **Why Is This Data Held / How Is It Used?**

### **Student data**

1. Information provided on registration form needed to correctly allocate students to classes based on year group, notes on medical conditions for first aid purposes, and learning support needs are for awareness of teachers/director of madrasah. Consent for photographs to be taken is if any events (celebrations,etc) occur at madrasah where pictures may taken of the children doing madrasah activities
2. information collected on attendance is to ensure compliance with madrasah attendance policy
3. record of salaah,etc assessment is to support learning objectives of students
4. attendance register needed in the event of emergency evacuation or fire

### **Parent data**

1. information provided on registration form (phone/email contact details) needed in case of emergency, and to communicate between madrasah admin and director of madrasah and parents e.g. announcements, term timetables, etc

2. address details needed for sending any letters or documents to parents where electronic means is not suitable
3. fees information needed to track which parents have paid student fees and how much is due

#### **Teacher data**

1. contact details used by head of year group to communicate with their teachers by email/sms/whatsapp
2. contact details used by director of madrasah/admin team to communicate with teachers about child safety (DBS) compliance and mandatory teacher training
3. Record of last DBS check needed for compliance with Madrasah and Jamaat child safety policy
4. Training courses attended needed to support ongoing teacher development

#### **Potential teachers**

1. contact details used by director of madrasah to communicate future training session dates
2. Past training courses attended recorded

#### **Previous teachers**

1. Record of last DBS check date held in case teacher returns to teaching at a future date
2. Past training courses attended recorded in case teacher returns to teaching at a future date

#### **Who Has Access To The Data**

Access to different parts of the online database is restricted per individual login by user role:

- Admin team and Director of Madrasah have access to all data (student, parent, teacher, register, fees, admin notes)
- Head of Year have access to student, parent and teacher data
- Teachers have access to student and parent data

#### **Data Security Measures**

##### **Online database**

1. Is hosted on madrasah.almahdi.org.uk (the same server as www.almahdi.org.uk)
2. Security audit of the server was carried out using detectify.com on 27/12/2017
3. Website is both password protected and HTTPS secure communication only
4. All login attempts are audit logged, all updates to data are audit logged

##### **Paper data**

1. A4 folders containing parent/student forms are stored in a locked cabinet at Al Mahdi centre
2. Registers are stored in a drawer in the (locked) admin office at Al Mahdi Centre

#### **Data Retention**

Ex student and parent details are currently retained but archived - a policy for deleting old data TBC

Ex teacher details are currently retained but archived - a policy for deleting old data TBC

#### **What Consent Do We Have For Holding This Data**

Parents are required to confirm the data held by Madrasah for them/their children is correct annually by completing a registration form.

Teachers - n/a