

## **AMA Ireland Privacy Notice**

# AMA IRELAND Data Privacy Notice

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## 1. Welcome

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Ahmadiyya Muslim Association Ireland ('AMA IRELAND') is strongly committed to protecting personal data. This privacy statement describes why or how we collect and use personal data and provides information about individuals' rights. It applies to personal data provided to us, both by individuals themselves or by others.

This Privacy Notice tells you how we look after your personal data and at what points we collect your personal data. It tells you about your privacy rights and how the law protects you.

We may use personal data provided to us for any of the purposes described in this privacy notice or as otherwise stated at the point of collection. This document may also be described as a Fair Processing Notice.

AMA IRELAND is the data controller for your data. Our registered office is at **2 Old Monivea Road, Ballybrit Galway**. You can contact us there or by email at [dpo@islamahmadiyya.ie](mailto:dpo@islamahmadiyya.ie)

## 2. Guide to key terms used in this policy

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The following terms have the following meanings.

Term	Meaning
Data Controller	The person or organisation who decides why personal data is required and directs how it will be processed accordingly
Data Subject	Any living individual in the EU
DPO	Data Protection Officer.
GDPR	General Data Protection Regulation
Personal Data	Any information from which a particular living individual can be identified
Processor	A person or organisation which processes personal data on the instruction of a controller
Processing	Processing means any operation which is performed on / use made of personal data from collection through to deletion.
Sensitive personal data / Special category data	Information relating to a person's racial/ethnic origin, political opinions, religious/philosophical beliefs, trade union membership, health, , genetic data and/or biometric data for the purpose of uniquely identifying a living individual.

**Our websites** may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements. When you leave our website, we encourage you to read the privacy notice of every website you visit.

## 3. Important information about us

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**Ahmadiyya Muslim Association IRELAND (AMA IRELAND)** is a charity registered in Ireland with **Charity Number 17658**

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The charity's key aims are: the moral and spiritual upbringing of its members; the propagation of Islam worldwide; the building of mosques, hospitals and schools; scientific research and development; the award of scholarships for higher education; the provision of emergency relief in cases of natural disasters; and assistance to the deserving and needy.

AMA IRELAND acts as a controller of personal data and is responsible for your personal data in connection with its activities (collectively referred to as "AMA IRELAND ", "we", "us" or "our" in this privacy notice). We have appointed a data protection officer (DPO) who is responsible for overseeing questions in relation to this privacy notice. If you have any questions about this privacy notice, including any requests to exercise your legal rights, please contact the DPO using the details set out below.

Contact details	
Name or title of DPO:	Mr. Anwar Ul Haq
Email address:	dpo@islamahmadiyya.ie
Postal address:	8 Fforster Walk Lucan Dublin

### Changes to this privacy statement

We recognise that transparency is an ongoing responsibility so we will keep this privacy notice under regular review. This privacy notice was last updated on 24h May 2018.

### Making a complaint

You have the right to make a complaint at any time to the [Data Protection Commission](#) the IRELAND supervisory authority for data protection issues. We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please Contact us in the first instance.

## 3. A request we would like to make of you

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us.

Where you do not provide consent for personal information to be processed, we will respect your request. However for the purposes of security at our organised events, we retain the right to deny entry to any individual or organisation we are unable to appropriately vet.

## 4. The Type of personal data we collect about you

When we refer to collecting or using personal data, or personal information, we are referring to any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

We may collect, use, store and share different kinds of personal data about you which we have grouped together in this table.

Types of personal data that we collect, store, use and transfer
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Identity Data	This includes individual name, organisation name and job title, usernames or similar identifiers.
Contact Data	This includes address, email address and telephone numbers.

### 5. Where do we get your personal data from?

We use different methods to collect data from and about you. We have set this out in the table below.

How we collect personal data	
<b>Direct Interactions</b>	Your personal data may be collected through direct interactions. This includes but is not limited to: <ul style="list-style-type: none"><li>• Filling out forms or by corresponding with us by post, phone, email or otherwise.</li><li>• networking at events</li><li>• feedback given by you</li></ul>
<b>Automated technologies or interactions.</b>	As you interact with our website, we may automatically collect Technical Data about your equipment, browsing actions and patterns. We collect this personal data by using cookies, [server logs] and other similar technologies. [We may also receive Technical Data about you if you visit other websites employing our cookies.] Please see our cookie policy <a href="http://islamahmadiyya.ie/cookie_policy">islamahmadiyya.ie/cookie_policy</a> for further details].
<b>Third parties or publicly available sources.</b>	We may receive personal data about you from various third parties and public sources as set out below :  Technical Data from the following parties: <ul style="list-style-type: none"><li>• analytics providers such as Google based outside the EU;</li><li>• search information providers such as Google based inside OR outside the EU].</li><li>• Identity and Contact Data from publicly available sources such as Companies House and the Electoral Register based inside the EU.</li></ul>

#### Further information about cookies

You can set your browser to refuse all or some browser cookies, or to alert you when websites set or access cookies. If you disable or refuse cookies, please note that some parts of the website may become inaccessible or not function properly.

### 6. How we use your personal data

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we have your consent to do so.
- Where we need to perform a contract which we are about to enter, or have entered into, with you.
- Where we need to comply with a legal or regulatory obligation.

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- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

### 7. Purposes for which we use your personal data

We use your personal data when undertaking the following activities.

Type of activities which we engage in, and corresponding purposes	
Type of Activity	Purpose Description
Communication and updates	<ol style="list-style-type: none"> <li>1. Send you newsletters and updates about, events, activities and services at or by Ahmadiyya Muslim Association IRELAND</li> <li>2. To be contacted by post, mail or phone</li> </ol>
Event and campaign Management	<ol style="list-style-type: none"> <li>1. provide event or campaign updates,</li> <li>2. event registration including keeping a record of guests confirmed for attendance</li> <li>3. contacting you in relation to parking arrangements, dietary needs and any other associated activity</li> <li>4. providing information about future events</li> <li>5. Obtaining your feedback</li> <li>6. Contacting you to support a campaign/petition</li> </ol>

### 8. Legal basis for using your personal data

We have set out below, in a table format, a description of particular activities in which we engage, and according to which we process personal data. Further, we have set out the legal basis which we rely on in order to do so. We have also identified our legitimate interests for processing personal data, where appropriate.

Please note that we may process your personal data for more than one lawful ground depending on the specific purpose for which we are using your data. Please Contact us if you need any further details about the specific legal ground we are relying on to process your personal data where more than one ground has been set out in the table below.

Specific purpose or activity	Type of data used	Lawful basis for processing (Article 6 GDPR)	Lawful basis for processing (Article 9 GDPR)
<ol style="list-style-type: none"> <li>1. to register individuals and organisations for event management purposes or register interest to support a campaign.</li> <li>2. To send newsletters and updates about events, campaigns, activities and services at or by Ahmadiyya Muslim Association IRELAND</li> <li>3. Communication by post, email or phone</li> </ol>	Identity Data Contact Data	Legitimate interest	Explicit Consent

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We will only use your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another purpose. This new purpose must be compatible with the original purpose for which we collected your data. If you have any questions concerning this matter, please Contact us.

If we need to use your personal data for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so or seek your consent to do so

Please note that we may process your personal data without your knowledge or consent, in compliance with the above rules, where we are required, or permitted to do so by law.

## 9. Sharing your personal data

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AMA IRELAND does not share your personal data with third parties

## 10. Data security

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We have put in place appropriate security measures to prevent your personal data from being accidentally lost, altered, disclosed and/or processed in an unauthorised manner. These measures include:

- Hard copies of personal data are securely managed and not left unattended.
- AMA IRELAND maintains a clear desk policy (meaning that confidential information is not left unattended e.g. papers containing confidential information is not left on desktops, laptops are not left unsecured and any confidential information is locked away when not in use).
- Personal data is always be out of view of anyone who has not been granted access to it and it should be locked away outside core operating hours.
- Paper-based documentation containing personal data is disposed of in a secure manner when no longer required (i.e. via confidential waste bins or cross shredders).
- Systems holding personal data have controls and measures in place to keep the data secure, provide protection from malware infection and data backup in case of equipment failure.

In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have an operational 'need to know'. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

## 11. Data retention

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We will only retain your personal data for as long as necessary to fulfil the purposes for which we collected it, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal data, we consider the following criterion:

- the amount, nature, and sensitivity of the personal data;
- the potential risk of harm from unauthorised use or disclosure of your personal data;
- the purposes for which we process your personal data; whether we can achieve those purposes through other means; and
- the applicable legal requirements.

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Details of retention periods for different aspects of your personal data are available on request. Please contact us using link on section contact us.

In some circumstances, you can ask us to delete your data: see your right to Request Erasure below for further information.

In some circumstances, we may anonymise your personal data (so that you can no longer be identified through the data) for research or statistical purposes. According to the law, anonymous data is not classed as personal data, as the data cannot be used to identify any given individual. As such, we are permitted by law to use anonymous data indefinitely without further notice to any data subject.

## 12. Description of your legal rights

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You have the right to:

- **Request access to your personal data** (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that your data is being lawfully processed.
- **Request correction of the personal data that we hold about you.** This enables you to request that any incomplete or inaccurate data which we hold about you is corrected, though we may need to verify the accuracy of the new data which you provide to us.
- **Request erasure of your personal data.** This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data in the following circumstances: where you have successfully exercised your right to object to processing (see below); where we may have processed your information unlawfully; or where we are legally required to erase your personal data. Please note, however, that we may not always be able to comply with your request of erasure due to specific legal reasons. If such circumstances arise, you will be notified at the time of your request.
- **Object to processing of your personal data where we are relying on a legitimate interest** (or those of a third party) if our legitimate interest is overridden by your own interests and/or fundamental rights and freedoms. You also have the right to object where we are processing your personal data for direct marketing purposes.
- **Request restriction of processing of your personal data.** This enables you to ask us to suspend the processing of your personal data in the following scenarios: (a) if you want us to establish the data's accuracy; (b) where you consider our use of the data is unlawful but you do not want us to erase it; (c) where you need us to hold the data even if we no longer require it as you need it to establish, exercise or defend legal claims; or (d) you have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it.
- **Request the transfer of your personal data to yourself or to a third party.** We will provide to you, or a third party you have chosen, your personal data in a structured, commonly used, machine-readable format. Please note, this right only applies to automated information which you initially provided consent for us to use, or where we used the information to perform a contract with you.
- **Withdraw consent at any time where we are relying on consent to process your personal data.** However, this will not affect the lawfulness of any processing carried out before you withdraw your consent. If you withdraw your consent, we may not be able to provide certain products or services to you. We will advise you at the time if this is the case.

## 13. Exercising your legal rights

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Data Subject Access Requests:

### No fee usually required

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances.

### What we may need from you

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

### Time limit to respond

We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

If you wish to exercise any of your other rights please contact us using the link here [dpo@islamahmadiyya.ie](mailto:dpo@islamahmadiyya.ie) by email or Contact us below

## 14. Contact us

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As mentioned above, we have appointed a Data Protection Officer (DPO) to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact our DPO using the contact details provided below.

Contact details	
Name of DPO:	Mr. Anwar Ul Haq
Email address:	<a href="mailto:dpo@islamahmadiyya.ie">dpo@islamahmadiyya.ie</a>
Postal address:	8 Fforster Walk Lucan Dublin