



Al-Emaan Training Budget and Remuneration Policy

January 2025

We are a Data Controller under the terms of the Data Protection Act 2017 and the requirements of the EU General Data Protection Regulation.

This **Privacy Notice** explains what Personal Data AEC holds, why we hold and process it, who we might share it with, and your rights and freedoms under the Law.

Types of Personal Data

AEC holds personal data in the following categories:

1. Staff employment data
2. Volunteers personal data
3. Contractors details
4. Congregation personal data

Why we process Personal Data (what is the “purpose”)

“Process” means we obtain, store, update and archive data.

1. Staff and volunteer data is held for the purpose of providing visitors with appropriate, high quality, safe and effective service.
2. Staff employment data is held in accordance with Employment, Taxation and Pensions law.
3. Contractors’ data is held for the purpose of managing their contracts.
4. Congregation data is held for the purpose of communicating AEC news, updates, activities and fund raising.

What is the Lawful Basis for processing Personal Data?

The Law says we must tell you this:

1. We hold Volunteer and congregation data because it is in our **Legitimate Interest** to do so. Without holding the data, we cannot work effectively.
2. We hold staff employment data because it is a **Legal Obligation** for us to do so.
3. We hold contractors’ data because it is needed to **Fulfil a Contract** with us.

Who might we share your data with?

We can only share data if it is done securely, and it is necessary to do so.

1. Staff or volunteer data may be shared with other AEC volunteers to facilitate events.
2. Employment data will be shared with government agencies such as HMRC.
3. Congregation data may be shared with staff and volunteers for communication purposes and to facilitate events.

Your Rights

You have the right to:

1. Be informed about the personal data we hold and why we hold it.
2. Access a copy of your data that we hold by contacting us directly: we will acknowledge your request and supply a response within one month or sooner.
3. Check the information we hold about you is correct and to make corrections if not
4. Have your data erased in certain circumstances.
5. Transfer your data to someone else if you tell us to do so and it is safe and legal to do so.
6. Tell us not to actively process or update your data in certain circumstances.

How long is the Personal Data stored for?

1. We will store staff, volunteer and congregation data for as long as services provided involve them.
2. We must store employment data for six years after an employee has left.
3. We must store contractors' data for seven years after the contract is ended.

What if you are not happy or wish to raise a concern about our data processing? You can complain in the first instance to us through our Data protection Officer, who is Shaffiq Din, Director of Operations (info@al-emaan.org.uk) and we will do our best to resolve the matter. If this fails, you can complain to the Information Commissioner at www.ico.org.uk/concerns or by calling 0303 123 1113.

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