

NOTICE

Pursuant to Article 13 of the General Data Protection Regulation (Regulation 2016/679/EU)

Dear Donor,

Islam21c is immensely grateful for your kind donation. The reason for this notice is so that *Islam21c* can comply with the law on data protection and in so doing assure you that the personal information that you have provided to us to enable us to process your kind donation is dealt with properly and securely and so that you know how to seek a remedy if you are not satisfied with our use of your information.

Islam21c is a Data Controller and is a joint data controller in respect of the information that you have provided to us in order to enable us to process your donation. This means that *Islam21c* is responsible for the proper use and safe custody of your personal information.

Data Controller

If you have any concerns or complaints with regard to the processing of the personal information that you have provided to us you can contact Mr A Dhaliwal, our Data Protection Manager by e-mail to: aman.dhaliwal@islam21c.com

Islam21c does not have a statutory Data Protection Officer and it is not required to have one.

Purposes of Processing and Retention Period

Islam21c has obtained from you some personal information today. This information is sufficient to identify you and to enable your kind donation to be collected by the means that you have elected (such as credit or debit card, cheque or electronic funds transfer).

We are required to hold details of your donation for [TAX PERIOD] for the purposes of maintaining a proper record of transactions and donations for tax purposes. This includes details of your identity.

We therefore have a legal obligation to keep this data for the minimum period mentioned above.

We will carry out a data refresh exercise once per year. This means that your information may be retained by us for a maximum of [TAX PERIOD +1 YEAR] after the most recent donation that you have made.

If, in addition, you have elected to receive further information from *Islam21c*, such as our newsletter then we have to retain contact. Information, including your identity and contact details but excluding your bank details, for as long as you wish to continue to receive information from us. We will contact you once every 24 months in order to verify that you wish us to continue to contact you in this way.

We therefore hold your information for these purposes with your consent. You may withdraw your consent at any time by clicking the unsubscribe link on our emails or send an email to enquiries@islam21c.com with the subject 'Unsubscribe'.

Recipients of Your Personal Data

Islam21c does not sell, give, transfer or otherwise use your personal data other than for the purposes mentioned above.

In order to enable us to receive your kind donation, we have to provide your identity and payment method details to one of 2 merchant service providers (Paypal and GoCardless) which we have carefully selected to process your kind donation in a cost-effective and safe manner. These Merchant Services Providers are Joint Controllers in respect of your personal information that we send to them.

One of the Merchant Services Providers will contact you shortly with a similar notice to this one, explaining clearly what they will do with your personal information in order to process your kind donation.

Islam21c does not send your personal information outside of the European Union. If any of the Merchant Services Providers does this then they are obliged to explain this to

you.

Your Rights

We are also obliged to explain to you your rights in respect of our processing of your personal data. These are:

- A. The right to request from *Islam21c* a copy of your personal information as it is held by us. There is normally no charge for us doing this.
- B. The right to request *Islam21c* to correct any errors in the personal information that we hold about you. We may request some evidence to confirm that an error has been made.
- C. The right to ask *Islam21c* to erase any personal data that *Islam21c* holds on you (although that right does not apply where *Islam21c* has a legal obligation to retain it).
- D. The right to ask *Islam21c* to restrict (suspend) processing of your personal data.
- E. The right to object to *Islam21c* processing of your personal data under certain circumstances.
- F. The right to ask *Islam21c* to provide a copy of the personal data that were obtained from you in a portable machine-readable format and to ask us to send that copy to another data controller.
- G. Where you have given your consent, you have the right to withdraw that consent at any time. If you do this, the withdrawal of consent does not affect *Islam21c*'s legal obligation to retain certain information such as for the purpose of keeping taxation records and it does not act retrospectively.
- H. The right to complain to a supervisory authority (regulator). *Islam21c* invites you to make any complaint directly to the Data Processing Manager in the first instance but you have the right to complain to the regulator at any time. In the United Kingdom of Great Britain and Northern Ireland the supervisory authority (regulator) is the Information Commissioner and the contact details are here: **<https://ico.org.uk>**
- I. Where you have given your consent to *Islam21c* sending you information from time to time about events, publications, seminars and courses that may be of interest to you, *Islam21c* selects whether these may be of interest using automated decision making. You have the right to tell us not to do this. Our automated decision making processes are described below.

Further Processing

Islam21c does not and does not intend to process your personal information for any purposes other than those described in this notice and for which you have given your consent or where *Islam21c* has a legal obligation to do so.

Summary

Islam21c hopes that this notice explains how we will use the personal information that you have supplied to us and assures you that we are treating you fairly and lawfully. If you have any concerns or complaints, please do not hesitate to contact the Data Processing Manager whose details are above. Nothing in this documents seeks to or should be taken to override any statutory rights that apply to you.