



PRIVACY POLICY

Majlis Khuddam-ul-Ahmadiyya Sweden

www.mkasverige.org



Welcome

Majlis Khuddam-ul-Ahmadiyya Sweden 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 by us, both by individuals themselves or by others.

Personal data is any information relating to an identified or identifiable living person. Majlis Khuddam-ul-Ahmadiyya Sweden processes personal data for numerous purposes, and the means of collection, lawful basis of processing, use, disclosure and retention periods for each purpose may differ.

This Privacy Policy tells you how we look after your personal data. It tells you about your privacy rights and how the law protects you. This Privacy Policy may be presented separately in order to describe how we will use personal data in specific scenarios.

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



Important information about us

Majlis Khuddam-ul-Ahmadiyya Sweden is a non-profit organisation for the youth members of Ahmadiyya Muslim Community.

Majlis Khuddam-ul-Ahmadiyya Sweden acts as a controller of personal data and is responsible for your personal data in connection with its activities (collectively referred to as "Majlis Khuddam-ul-Ahmadiyya Sweden", "MKA Sweden", "Ahmadiyya Muslimska Ungdomsförbundet", "we", "us" or "our" in this privacy policy).

We have appointed a data protection officer (DPO) who is responsible for overseeing questions in relation to this privacy policy. If you have any questions about this privacy policy, 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:	Malik Imran Amir
Email address:	dpo@mkasverige.org
Postal address:	Tolvskillingsgatan 1, 414 82 Göteborg

Changes to this privacy statement

We recognise that transparency is an ongoing responsibility, so we will keep this privacy policy under regular review. This privacy policy was last updated on 13th November 2018.

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 we need to collect personal data by law, or under the terms of a contract we have with you and you fail to provide that data when requested, we may not be able to perform the contract we have or are trying to enter into with you. We will notify you if this is the case at the time.

The type of personal data that we collect and use

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 transfer 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	
Identity Data	This includes first name, maiden name, last name, username or similar identifier, marital status, title, date of birth and gender, membership number (if applicable), title or office held within Majlis Khuddam-ul-Ahmadiyya Sweden (if applicable), title or office held within any other organisation.
Contact Data	This includes billing address, delivery address, email address and telephone numbers.
Religious Data	This includes Identity Data and details concerning religious belief. For Ahmadi Muslims, this may include details of: when you took the Initiation (i.e. <i>Bai'at</i>); when you signed a Membership form (i.e. Tajneed form) etc.
Financial Data	This includes bank account and financial contribution details.
Transaction Data	This includes details about payments to and from you, and in some cases details of products you have purchased from us.
Technical Data	This includes internet protocol (IP) address, your login data, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform and other technology on the devices you use to access our website.
Profile Data	This includes your interests, preferences, feedback and survey responses.
Usage Data	This includes information about how you use our website and other applications and devices provided by us.
Events Data	This includes your preferences in receiving information about (or invites to) events and your communication preferences.
Marital Data	This includes Identity Data, Contact Data, Religious Data and marital status.
Dispute Resolution Data	This includes Identity Data, Contact Data, Religious Data. This may also include Marital Data, Financial Data, Transaction Data, Special Category Data, and other relevant details concerning personal dispute(s).
Special Category Data	This includes data relating to religious or philosophical belief.
Governance Data	This includes Identity Data, Contact Data, Religious Data, individual preferences for nominations for internal appointments and associated membership election outcomes.
Human Resources Data ('HR Data')	This includes Identity Data, Contact Data, Religious Data and Special Category Data for staff and volunteers. With regard to staff members this may also include Financial Data and Transaction Data.
Education Data	This includes Identity Data, Contact Data, Religious Data and Special Category Data; as well as data relating to requests for funding for studies, details of ongoing studies, student loan status, as well as details concerning awards, certificates, qualifications or degrees awarded.
Children's Data	This may include Identity Data, Contact Data, Religious Data, Education data in relation to children. This may also include details concerning education and training preferences.

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	
Direct Interactions	<p>You may give us your [Identity, Contact and Financial Data] by filling in forms or by corresponding with us by post, phone, email or otherwise. This includes personal data you provide when you:</p> <ul style="list-style-type: none">• subscribe publications;• request that details of events be sent to you;• give us some feedback.
Third parties or publicly available sources.	<p>We may receive personal data about you from various third parties and public sources as set out below:</p> <p>Identity and Contact Data from publicly available sources such as Eniro and Ratsit based inside the EU.</p>

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 into, or have entered into, with you.
- Where we need to comply with a legal or regulatory obligation.
- 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.

See below to find out more about the types of lawful basis that we will rely on to process your personal data.

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
Social Gathering	Majlis Khuddam-ul-Ahmadiyya Sweden arranges different types of events such as annual gatherings and religious celebrations.
Social Services / Charity	Majlis Khuddam-ul-Ahmadiyya Sweden is a self-sufficient organisation. Its members contribute financially to make it possible to run different services, for organisation members and for the society in general.
Public Service	Majlis Khuddam-ul-Ahmadiyya Sweden helps the needy and deserving people through different events like food to homeless or clothes for the needy.
Educational Sessions	Majlis Khuddam-ul-Ahmadiyya Sweden's members have regular educational events where they gain knowledge in religious, social and scientific areas.

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 bases which we rely on in order to do so. We have also identified our legitimate interests for processing personal data, where appropriate.

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 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.

To quickly tab to the right function, please choose from the following options.

Legal basis for using your personal data			
Specific purpose or activity	Type of data used	Lawful basis for processing (Article 6 GDPR)	Lawful basis for processing (Article 9 GDPR)
To contact the members of the organisation for various events and administration services	Identity data	x	
To collect the membership fee	Financial data	x	
To know if a member is part of the Majlis Khuddam-ul-Ahmadiyya Sweden	Religious data		x

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.

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.

Disclosing your personal data to others

Majlis Khuddam-ul-Ahmadiyya Sweden may need to share your personal data with the parties set out below. Our purposes for doing so are set out in the table above marked “Types of personal data that we collect, store, use and transfer” (see above).

External third parties		
Type of professional advisers acting as processors or joint controllers	Country in which company is based	Service provided / need for disclosure
Lawyers	Sweden	Legal services
Bankers	Sweden	Banking services
Accountants	Sweden	Accounting services
Auditors	Sweden	Accountancy services
Insurers	Sweden	Insurance services
HM Revenue & Customs, regulators and other authorities acting as processors or joint controllers	Sweden	Require reporting of processing activities in certain circumstances
Third party companies acting as processors or joint controllers		
Majlis Khuddam-ul-Ahmadiyya UK	UK	Administration services

We require all third parties to respect the security of your personal data and to treat it in accordance with the law and our own specific and stringent security requirements. We do not allow the above third-party service providers to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions.

International data transfers

Some of our external third parties are based outside the European Economic Area (EEA). Therefore, their processing of your personal data will involve a transfer of data outside of the EEA.

Whenever we transfer your personal data out of the EEA, we ensure a similar degree of protection is afforded by ensuring at least one of the following safeguards is implemented:

- We will only transfer your personal data to countries that have been deemed to provide an adequate level of protection for personal data by the European Commission. For further details, see European Commission: ‘Adequacy of the protection of personal data in non-EU countries’.
- Where we use service providers in countries that have not been deemed to provide an adequate level of protection, we may use specific contracts approved by the European Commission which give personal data the same protection it has in Europe. For further details, see European Commission: ‘Model contracts for the transfer of personal data to third countries’.
- Where we use providers based in the US, we may transfer data to them if they are part of the Privacy Shield which requires them to provide similar protection to personal data shared between the Europe and the US. For further details, see European Commission: EU-US Privacy Shield.

Please [contact us](#) if you wish to receive further information on the specific mechanism which we use when transferring your personal data out of the EEA.



Data security

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. 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.

Data retention

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.

In some circumstances, you can ask us to delete your data: see “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.

Exercising your legal rights

Under certain circumstances, you have rights under data protection law in relation to your personal data. You have the following rights:

- Request access to your personal data.
- Request correction of your personal data.
- Request erasure of your personal data.
- Object to processing of your personal data.
- Request restriction of processing your personal data.
- Request transfer of your personal data.
- Right to withdraw consent.

If you wish to exercise any of the rights set out above, please [contact us](#).

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.

Contact us

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