

## **2. External Privacy Notice**

Majlis Khddam Ul Ahmdiyya Denmark 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 Khddam Ul Ahmdiyya Denmark 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 Notice tells you how we look after your personal data when you visit our website and at other points at which we collect your personal data. It tells you about your privacy rights and how the law protects you. This Privacy Notice 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 notice or as otherwise stated at the point of collection. This document may also be described as a Fair Processing Notice.

### Finding your way around this privacy statement

This Privacy Notice is set out as follows.

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This Privacy Notice is provided in a layered format so you can click through to the specific areas set out below.

This website 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.

## Important information about us

Majlis Khddam Ul Ahmdiyya Denmark is an auxiliary organization of Ahmdiyya Muslim organization Denmark (registered charity).

The charity's key aims are: 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.

Majlis Khddam Ul Ahmdiyya Denmark acts as a controller of personal data and is responsible for your personal data in connection with its activities (collectively referred to as "Majlis Khddam Ul Ahmdiyya Denmark", "we", "us" or "our" in this privacy notice). Majlis Khddam Ul Ahmdiyya Denmark is the data controller, which is responsible for this particular website.

We have appointed a data controller 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 Data Controller using the details set out below.

Contact details	
Email address:	gdpr@khuddam.dk
Postal address:	Eriksmind Alle 2 2650 Hvidovre

### 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 *22-05-2018*.

### Making a complaint

You have the right to make a complaint at any time to the Danish Data protection agency (DATATILSYNET), the Danish supervisory authority for data protection issues ([www.datatilsynet.dk](http://www.datatilsynet.dk)). We would, however, appreciate the chance to deal with your concerns before you approach the DATATILSYNET so please contact us in the first instance.

## A request we would like to make of you

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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.

## Letting you know about our events

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We may invite members of the Ahmadiyya Muslim Community and/or those who have expressed an interest in Islam Ahmadiyyat, to events. You may receive such invitations if you have requested information from us where you have not opted out of receiving such invitations. If we seek to share your personal data with any company other than Ahmadiyya Muslim Association Denmark and its auxiliary organizations, for the purpose of assisting us with offering invitations and organising events, we will request your express 'opt-in' consent. We may use your Identity, Contact, Technical, Usage and Profile Data to form a view on what we think you may want or need, or what may be of interest to you. This is how we decide which events may be relevant for you.

## Opting out

You can ask us or third parties to stop sending you such invitations at any time by contacting us any 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 Khddam Ul Ahmdiyya Denmark (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 signed a Membership form (i.e. Tajneed form) in a national branch of the Ahmadiyya Muslim Community; if, when and/or how you stopped being an Ahmadi Muslim.
Financial Data	This includes bank account and payment card details.
Transaction Data	This includes details about payments to and from you, and in some cases details of products you have purchased from us.
Profile Data	This includes your username and password, purchases or orders made by you, your interests, preferences, feedback and survey responses.
Usage Data	This includes information about how you use our website.
Events Data	This includes your preferences in receiving information about (or invites to) events and your communication preferences.
Travel Data	This includes Identity Data, Contact Data, Transaction Data and the data available on a copy of your passport.
Marital Data	This includes Identity Data, Contact Data, Religious Data, marital status, data which may indicate an intention to get married, arrangements for marriage, and may include relevant data concerning marital disputes.
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 race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health and genetic and biometric data.
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.

Persecution Data	This includes Identity Data, Contact Data, Religious Data and Special Category Data; as well as details of any persecution and/or human rights abuse faced by relevant individuals.
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.

We may also collect, use and share Aggregated Data (i.e. Anonymous Data) such as statistical or demographic data for any purpose. Aggregated Data may be derived from your personal data but is not considered personal data in law as this data does not directly or indirectly reveal your identity. For example, we may aggregate your Usage Data to calculate the percentage of users accessing a specific website feature. However, if we combine or connect Aggregated Data with your personal data so that it can directly or indirectly identify you, we treat the combined data as personal data which will be used in accordance with this privacy notice.

We collect Special Categories of Personal Data about you (this may include details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health and genetic and biometric data). We may also collect information about criminal convictions and offences. Details of the data we collect, why we collect it and what we use it for are listed below.

## 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>	<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"> <li>• apply for our products;</li> <li>• subscribe publications;</li> <li>• request that details of events be sent to you;</li> <li>• give us some feedback.</li> </ul>
<b>Automated technologies or interactions.</b>	<p>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 [LINK] for further details].</p>
<b>Third parties or publicly available sources.</b>	<p>We may receive personal data about you from various third parties and public sources as set out below [NATIONAL BRANCHES TO DELETE OR ADD TO THIS LIST AS APPROPRIATE]:</p> <p>Technical Data from the following parties:</p> <ul style="list-style-type: none"> <li>• analytics providers [such as Google based outside the EU];</li> </ul>

	<ul style="list-style-type: none"> <li>Contact, Financial and Transaction Data from providers of technical, payment and delivery services [such as [BANKS] based [inside OR outside] the EU].</li> </ul> <p>Identity and Contact Data from publicly available sources such as Companies House and the Electoral Register based inside the EU.</p>
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## How we use your personal data

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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.

Click [\[here\]](#) 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

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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
General Meetings (Ijlasat)	General meetings and social gathering
Manage organisational activities	Activities related to track, manage and engage members in organizational activities.
Profiling	Profiling of the subjects is done to help/assist members to raise their spiritual and religious status.

## Legal basis for using your personal data

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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)
General Meetings (Ijlasat)	<b>Personal Data</b> 1) Name 2) Email 3) Phone 4) Address 5) DOB	Article 6 (b) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract; Article 6 (d) processing is necessary in order to protect the vital interests of the data subject or of another natural person;	Article 9 (d) processing is carried out in the course of its legitimate activities with appropriate safeguards by a foundation, association or any other not-for-profit body with a political, philosophical, religious or trade union aim and on condition that the processing relates solely to the members or to former members of the body or to persons who have regular contact with it in connection with its purposes and that the personal data are not disclosed outside that body without the consent of the data subjects;
Manage organisational activities and to preserve history of organization	<b>Personal Data</b> <b>Financial Data</b> <b>Office Correspondence</b> <b>Meeting minutes and reports</b> <b>Pictures</b>	Article 6 (b) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract; Article 6 (d) processing is necessary in order to protect the vital interests of the data subject or of another natural person;	Article 9 (d) processing is carried out in the course of its legitimate activities with appropriate safeguards by a foundation, association or any other not-for-profit body with a political, philosophical, religious or trade union aim and on condition that the processing relates solely to the members or to former members of the body or to persons who have regular contact with it in connection with its purposes and that the personal data are not disclosed outside that body without the consent of the data subjects;
Religious and Educational Data (Taleem U Tarbiyat )	<b>To help or assist members raise their spiritual and religious well-beings.</b>	Article 6 (b) processing is necessary for the performance of a contract to which the data subject is party or in	Article 9 (d) processing is carried out in the course of its legitimate activities with appropriate safeguards by a foundation, association or any other not-for-profit



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.

## International data transfers

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Many 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

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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. 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

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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.

Details of retention periods for different aspects of your personal data are available in our retention policy, which you can request us by [contacting us](#).

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 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

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Under certain circumstances, you have rights under data protection law in relation to your personal data. [[Please click on the links below to find out more about these 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.

## 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.

## Contact us

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As mentioned above, we have appointed a Data Controller 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 Data Controller using the contact details provided above.