

DATA PROTECTION POLICY

Document log

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Approval Log

This document has been reviewed by the following and approved it for the least version as shown above:

Name	Position	Entity name	Signature	Date

Introduction

West London Islamic Cultural Centre recognise the importance of the correct and lawful processing of personal data in maintaining confidence in our operations and fully endorse and adhere to the principles set out in the Data Protection Act 1998. WLICC will keep your personal data secure and not pass it to any third parties without your prior permission.

By submitting your details, you agree for WLICC to use your personal data for the services you have selected. WLICC has adopted the following policy in relation to the collection, storage and processing of personal information. Acceptance of and adherence to this policy forms part of every employee's contract of employment.

Principles

In order to operate effectively and fulfil its legal obligations, WLICC needs to collect, maintain and use certain personal information about current, past and prospective employees, patrons, guests and other individuals with whom it has dealings. All such personal information, whether held on computer, paper or other media, will be obtained, handled, processed, transported and stored lawfully and correctly, in accordance with the safeguards contained in the Data Protection Act 1998 (DPA).

WLICC is committed to the eight principles of data protection as detailed in the DPA. These principles require that personal information must:

1. be fairly and lawfully processed and not processed unless specific conditions are met;
2. be obtained for one or more specified, lawful purposes and not processed in any manner incompatible with those purposes;
3. be adequate, relevant and not excessive for those purposes;
4. be accurate and, where necessary, kept up to date;
5. not be kept for longer than is necessary;
6. be processed in accordance with the data subject's rights under the DPA;
7. be kept secure from unauthorised or unlawful processing and protected against accidental loss, destruction or damage; and
8. not be transferred to countries outside the European Economic Area (EEA) unless the country or territory ensures adequate protection for the rights and freedoms of the data subjects.

Responsibilities

- Overall responsibility for ensuring that the Centre complies with its data protection obligations rests with the HR and compliance department.
- It is the responsibility of all employees to ensure that personal information provided to the Centre, for example current address, is accurate and up to date. To this end employees are required to inform the Centre immediately when changes occur.
- Employees whose role involves the collection, maintenance and processing of personal information about other employees, patrons, guests or any other individuals with whom the Centre has dealings are responsible for following the Centre's rules on good data protection practice as notified from time to time by their line manager.

About information we hold

WLICC holds the following personal information about employees and service users:

Name, address, salary, this information is used for payroll and administrative purposes.

We also hold *sensitive personal information, for example: racial or ethnic origins; physical or mental health or condition*, this information is used for the purpose of equal opportunities monitoring/health and safety monitoring.

Access to information

Anyone who is the subject of personal information held by the Centre has the right to make a subject access request. Employees and service users who wish to exercise this right should write to the Centre Manager. The Centre reserves the right to charge [£10] for responding to such requests. If, as the result of a subject access request, any personal information is found to be incorrect it will be amended.

The Centre will deal promptly with subject access requests and will normally respond within 30 days. If there is a reason for delay, the person making the request will be informed accordingly.

1. As employee with WLICC you will be provided access to various computing, telephone and postage facilities to allow you to undertake the responsibilities of your position and to improve internal and external communication.

2. This policy sets out the Centre's policy on your use of the facilities and it includes:
 - your responsibilities and potential liability when using the facilities
 - the monitoring policies adopted by the Centre; and

3. This policy has been created to:
 - ensure compliance with all applicable laws relating to data protection, information security and compliance monitoring
 - protect the Centre and its employees from the risk of financial loss, loss of reputation or libel; and
 - ensure that the facilities are not used so as to cause harm or damage to any person or organisation.

4. This policy applies to the use of:
 - desktop, portable and mobile computers and applications
 - mobile telephones (including the use of WAP services); and
 - electronic mail and messaging services.

Breach of the policy

Breach of this policy will be regarded as a disciplinary offence and will be dealt with under the Centre's formal discipline procedure. Employees who consider that there has been a breach of this policy in relation to personal information about them held by the Centre should raise the matter via the Centre's formal grievance procedure.