


A.M. Qattan Foundation

Data Protection Policy

Version	2.0
Date	
Contact person	Nihaya Kharroub, Director of Administration
Director General	Fida Touma
Chair of the Board of	Omar Al-Qattan

All inquiries pertaining to this policy should be directed to the contact person.


30/4/19

Approved.

Introduction

The Privacy Protection Policy of the A.M. Qattan Foundation (AMQF) rests on several legal, humanitarian and ethical premises. In compliance with the Protection of Privacy Act approved by the EU and adopted by the UK in 2018, and the Protection of Information Act approved by the UK in 1998, and in accordance with the AMQF Child Protection Policy and Media Policy, this Privacy Protection Policy addresses information management. It provides a legal framework for regulating the information relationship with the AMQF audiences, staff, contractors, beneficiaries, and everyone who imparts personal information to the Foundation.

This Policy seeks to serve as a legal framework for managing information, which the AMQF receives from individuals. It is tailored to maintain a high level of transparency, confidentiality, and responsibility in handling the information the AMQF collects from/about people. It also ensures people's right to privacy.

This document sets out the details the A.M. Qattan Foundation's privacy notice in relation to data and information collected about you.

The policy applies to A.M. Qattan Foundation, all of its offices, projects and programmes. It outlines how we process data in compliance with General Data Protection Regulation (GDPR), the European Union legislation. The Foundation notes that it will continue to comply with local data legislation in countries outside the EU.

Any electronic communications will be made in accordance with the Privacy and Electronic Communications Regulations (PECR).

analytics also gives information e.g. on age and location. This data is only used in an anonymised form.

- Information that you have made publicly available as you interact with our social media outlets.

When we ask you to provide your personal information, we will let you know why we are asking, and how we will use your data, by directing you towards this notice.

What we do with your information

Depending on your relationship with the A.M. Qattan Foundation, and the preferences you have specified, the data that we hold may be used by us for the following purposes:

- Send you promotional, marketing or fundraising information by post, telephone or electronic means. These communications can include:
 - E-newsletters.
 - Informing you of products, services or events related to the Foundation, such as art exhibitions, events or retail offers.
 - Information of our fundraising operations, including occasional targeted requests to consider giving financial support to the A.M. Qattan Foundation, or to ask you to consider supporting us in other ways.
 - Data screening and cleansing, to check if we have accurate contact details for you - see “How we update, screen and analyse your information for further information”.
 - To send you surveys, and for market research purposes.
 - Tools may be used to monitor the effectiveness of our communications with you. This includes email tracking, which records when an e-newsletter from us is opened and/or how many links are clicked within the message. The data from this tracking is generally used in an aggregated and anonymised form.

You can opt out of any / all of our communications at any time by contacting

- For A. M. Qattan Foundation in general: info@qattanfoundation.org
- For the Mosaic Rooms specific inquiries: info@mosaicrooms.org

Or you can use the unsubscribe link in our newsletters.

There are some communications that we are required to send regardless of your contact preferences. These are essential communications deemed necessary to fulfil our contractual obligations to you. This includes invoices, Gift Aid confirmation letters and querying returned mail or bounced card payments with you.

How we update, screen and analyse your information

We review records of supporters to ensure your data is as accurate as possible. We may consult alternative sources in order to make these checks, such as:

- Reviewing employment information that you have made publicly available via social media

You can request that we delete or correct your personal information at any time. If you wish to correct any information on you held by The Mosaic Rooms, you can contact
A.M. Qattan Foundation info@gattanfoundation.org

Cookies

In order to make The Mosaic Rooms and the AMQF websites easy to use and improve our service, we sometimes place small amounts of information on your computer. These are known as cookies and they are used by most major websites.

Changes to our privacy notice

We regularly review our privacy notice and may make changes time to time. Any changes made will be posted to this page and will apply from the time we post them. This privacy notice was last changed on 29 April 2018.