



Hikmat Devon CIC

This privacy policy sets out how Hikmat Devon CIC uses and protects any information that you give Hikmat Devon CIC when you use this website. Hikmat Devon CIC is committed to protecting your privacy and processing your personal data with sensitivity. We aim to be clear with why we collect your information and promise not to use it in any way you wouldn't reasonably expect. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

Hikmat Devon CIC may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes.

For the purpose of the Data Protection Act 1998, the data controller is Hikmat Devon CIC, Wat Tyler House, 3 King William Street, Exeter EX4 6PD, UK. The information you provide will be held in accordance with the Data Protection Act and may be used by Hikmat Devon CIC to supply the services which you have requested.

This policy has been written in accordance with the Data Protection Act 1998 and to comply with the General Data Protection Regulation Act due to take effect on 25th May, 2018. If you have any questions about the following policy please contact our Administrator at Hikmat Devon CIC, Wat Tyler House, 3 King William Street, Exeter EX4 6PD, telephone 01392 284263 or email hikmatdevon@gmail.com.

Where we collect your personal information

We will collect your information when you:

- Register for an event
- Want information about our services
- Make an enquiry or request or other situation in which you have chosen to share personal information to us
- A professional, family member or friend completes a referral to us on your behalf
- Information is available publicly (ie your business card, your website or your social media profile)

What information do we collect?

The personal information we collect about you can include your name, email address, postal address, date of birth, bank details and your particular area of interest, as well as any information relating to your health or personal circumstances.

Where we store your personal data

Your personal information is held within our offices at Hikmat Devon CIC, Wat Tyler House, 3 King William Street, Exeter, EX4 6PD Any paper records with your personal information are kept in locked cupboards and only accessible by authorised Hikmat Devon CIC staff and volunteers. We never sell your data to any third party organisation. Your information is accessible by trained staff and volunteers at Hikmat Devon CIC on a need to know basis only.

How long will your information be retained?

Hikmat Devon CIC will not retain information for longer than is necessary and reasonable. From the moment you ask us to stop using your personal information we will store it securely for administration purposes for a maximum of 6 years.

How we use your information

The information your provide us with is used in the following ways:

- To provide you with information about our services
- To provide you with volunteering opportunities
- To help us get a clearer understanding of your situation and areas in which you may like to support
- For internal administration including accounting and gift aid procession
- To respond effectively to complaints
- For other purposes in which we would specifically notify you and obtain consent

Accessing your information

You have the right to request a copy of the personal information we hold about you. If you would like to access your information please email hikmatdevon@gmail.com, call 01392 284263 or write to our Administrator at the postal address above. (A small processing fee may apply.) To amend any of the personal information we hold about you, such as a change of address or phone number please contact us.