



PRIVACY POLICY

SECTION 1 - WHAT DO WE DO WITH YOUR INFORMATION?

We only use our members and supporters' personal information to get in touch with you about news, updates, or events that we have coming up. All information is securely held within Jain Samaj Manchester and can only be accessed by authorised admin personnel. We only require basic contact information from you to allow us to manage this communication. We may send you emails or post about our charity, news and other updates.

Client information is held for a period of up to two years to support the work we undertake in assisting with any work club activities.

Staff and volunteer contact information is held to enable us to communicate on matters affecting the Samaj (our members). Sufficient personal details of staff are held at our payroll bureau to enable the payroll to be processed and paid.

SECTION 2 – CONSENT

How do you get my consent?

When you provide us with personal information, we imply that you consent to our collecting it and using it for that specific reason only. If we ask for your personal information for a secondary reason, we are obliged to let you know the purpose of the request before you give your consent.

How do I withdraw my consent?

If after you opt-in, you change your mind, you may withdraw your consent for us to contact you, for the continued collection, use or disclosure of your information, at any time, by contacting us at hello@jainsamajmanchester.org or mailing us at Jain Samaj Manchester, (Consents) c/o 667/669 Stockport Road, Manchester M12 4QE

Clients will be asked for consent when they register for the relevant service that requires us to retain their personal information.

SECTION 3 – DISCLOSURE

We may disclose your personal information if we are required by law to do so.

SECTION 4 - THIRD-PARTY SERVICES

We will never disclose any of your information to third-parties for marketing or other commercial purposes.

SECTION 5 - CHANGES TO THIS PRIVACY POLICY

We reserve the right to modify this privacy policy at any time, so please review it frequently. Changes and clarifications will take effect immediately upon their posting on the website. If we make material changes to this policy, we will detail any changes here on our privacy policy- and note that it has been updated, so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we use and/or disclose it.

QUESTIONS AND CONTACT INFORMATION

If you would like to: access, correct, amend or delete any personal information we have about you, register a complaint, or simply want more information contact our Privacy Compliance Officer at hello@jainsamajmanchester.org or mailing us at Jain Samaj Manchester, c/o 667/669 Stockport Road, Manchester M12 4QE