

“And they feed, for love of God, the indigent, the orphan and the captives.” Chapter 76:8 (Al-Quran)

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Muslim Social Services Waterloo Region
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MSS Privacy Policy



Approved by the Board of Directors, February 22, 2024

POLICY: Privacy

INTRODUCTION

The organization is committed to protecting the privacy of the personal information of its employees, volunteers, members, clients, donors, and other stakeholders.

DEFINING PERSONAL INFORMATION

Personal information is any information that can be used to distinguish, identify, or contact a specific individual.

We consider donor and volunteer information always to be personal information, and do not disclose information about donors or volunteers without consent or share our donor list with other organizations.

MSS observes the following practices when collecting, maintaining and using personal information:

- **Consent:** An individual's consent is required regarding the collection and use of personal information. Consent can be either express or implied and can be provided directly by the individual or a parent/guardian if the subject is a minor.
- **Limited Use, Disclosure and Retention:** Personal information will not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law. Personal information will be retained only as long as necessary for the fulfillment of those purposes.

ONLINE PRIVACY POLICY

The organization has provided a virtual Privacy Policy for users of the MSSWR website. The policy is written as follows.

At Muslim Social Services, we are committed to protecting your privacy and ensuring the security of your personal information. This Privacy Policy outlines how we collect, use, disclose, and safeguard your data. By using our website, you agree to the terms of this policy.

1. Information We Collect

We may collect various types of information, including but not limited to:

- **Personal Information:** This may include your name, email address, phone number, and other contact details when you voluntarily provide them for purposes such as subscribing to our newsletter or making a donation.
- **Usage Data:** We collect information about your interactions with our website, such as the pages you visit, your IP address, browser type, and referring pages.

2. How We Use Your Information

We use the information we collect for the following purposes:

- To provide you with our services, including responding to your inquiries and requests.
- To improve our website and customize content based on your preferences.
- To send you updates, newsletters, and information about our programs and events, if you've opted in to receive them.
- To analyze website usage and improve our services.

3. Information Sharing

We do not sell, rent, or trade your personal information to third parties. However, we may share your information with trusted partners. Funders and service providers who assist us in operating our website and delivering our services. These parties are also committed to protecting your privacy.

4. Your Choices

You have the right to:

- Access your personal information and request corrections or updates.
- Opt out of receiving marketing communications from us.

5. Security Measures

We implement appropriate security measures to protect your personal information from unauthorized access, disclosure, alteration, or destruction.

6. Changes to this Privacy Policy

We may update this Privacy Policy to reflect changes in our practices or for legal compliance. Any changes will be posted on this page, and the date of the last update will be modified accordingly.

7. Contact Us

If you have any questions, concerns, or requests related to your privacy or this Privacy Policy, please contact us at: info@muslimsocialserviceskw.org

REVIEW OF PRIVACY POLICIES

The Board of Directors will review the relevance and appropriateness of the organization's Privacy Policies in March of every year, as per our annual planning and meeting cycle.