



2023-2024

## Data Protection Policy

**Introduction:** This Data Protection Policy is created to provide guidance to the Muslim Community Center of Charlotte regarding the collection, processing, and storage of personal data of its members, visitors, and employees. This policy is designed to comply with all US Data Protection Regulations and to ensure that the privacy of personal data is maintained.

**Data Collection and Use:** The Muslim Community Center of Charlotte will only collect personal data from individuals that is relevant and necessary for its lawful purposes. Personal data will be collected by lawful and fair means, and individuals will be informed of the purposes for which their data will be used. Personal data will only be processed for the specific purposes for which it was collected, and will not be used for any other purpose without the consent of the individual.

**Data Storage and Security:** The Muslim Community Center of Charlotte will take all necessary precautions to ensure the security of personal data. All personal data will be stored in secure locations, whether they are in paper or electronic format. Access to personal data will only be granted to authorized personnel who have a legitimate reason for accessing the data. The Muslim Community Center of Charlotte will ensure that personal data is accurate, up-to-date, and relevant to its intended purpose.

**Data Sharing:** The Muslim Community Center of Charlotte will not share personal data with third parties unless it is necessary for the lawful purposes for which the data was collected, and the individual has provided their consent. When sharing personal data with third parties, the Muslim Community Center of Charlotte will ensure that the third parties comply with all US Data Protection Regulations.

**Data Retention:** The Muslim Community Center of Charlotte will only retain personal data for as long as necessary for the lawful purposes for which it was collected. Personal data that is no longer required will be securely deleted or destroyed.



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**Individual Rights:** The Muslim Community Center of Charlotte acknowledges the rights of individuals under US Data Protection Regulations. Individuals have the right to access their personal data held by the Muslim Community Center of Charlotte, and to request that any inaccurate or incomplete data be corrected. Individuals also have the right to object to the processing of their personal data, and to request the erasure of their personal data in certain circumstances.

**Compliance:** The Muslim Community Center of Charlotte will regularly review and update this Data Protection Policy to ensure that it complies with all US Data Protection Regulations. All employees and volunteers of the Muslim Community Center of Charlotte will receive training on this policy and its procedures. Any breaches of this policy will be reported to the appropriate authorities.

**Conclusion:** The Muslim Community Center of Charlotte takes the privacy of personal data seriously and is committed to complying with all US Data Protection Regulations. This Data Protection Policy outlines the procedures that the Muslim Community Center of Charlotte will follow when collecting, processing, and storing personal data. If you have any questions or concerns about this policy, please contact us at [ed@charlottemcc.org](mailto:ed@charlottemcc.org).