

Privacy & Data Protection Policy

Version	1.0	Adopted	25 September 2026
Review	September 2027	Status	Public

Sahaad respects the privacy of the people who engage with our programmes, website, outreach and communications. We aim to collect and use personal information responsibly, proportionately and only for legitimate organisational purposes.

1. Information we may handle

Depending on the activity, Sahaad may handle contact details, programme participation information, feedback, photographs or videos, consent records, safeguarding information, volunteer or practitioner details, and financial or administrative records.

2. Our data-handling principles

- Collect only information that is reasonably needed for a defined purpose.
- Explain, where appropriate, why information is being requested and how it will be used.
- Take additional care with information relating to children, disability, health, safeguarding or other sensitive circumstances.
- Limit access to personal information to people who need it for their role.
- Keep records reasonably accurate and protect them from inappropriate access, disclosure, loss or misuse.
- Retain information only for as long as reasonably necessary for the purpose, accountability or applicable record-keeping obligations.

3. Photographs, video and stories

Participation in Sahaad's programmes is separate from optional publicity. Sahaad seeks appropriate consent before using identifiable photographs, videos or personal stories for public communications. Where children or people who may require supported decision-making are involved, appropriate consent and respectful consideration of the person's own wishes or assent are important.

4. Sharing information

Sahaad does not treat personal information as a commodity. Information may be shared with relevant people or organisations where this is necessary for programme delivery, accountability, safeguarding, legal obligations or protection from harm, and only to the extent reasonably necessary.

5. Privacy questions and concerns

People may contact Sahaad through its published contact channels with reasonable questions or concerns about how their personal information is being handled. Requests will be considered in light of the information held, the purpose for which it is retained and applicable obligations.

6. Review

Sahaad will review its privacy arrangements as its programmes, partnerships, technology and volume of personal information grow.

This is a public summary of Sahaad's privacy standards and is not a claim of regulatory certification.