



THE AGA KHAN UNIVERSITY

(International) in the United Kingdom

Institute for the Study of Muslim Civilisations

***AKU-UK
DEPARTMENT
PRIVACY NOTICE
TEMPLATE***

2022



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AKU-UK Data Protection Policies



Document Approval

Name	Signature	Date
AKU UK Senior Management		October 2022
AKU Global Chief Information Officer (CIO)		September 2022
AKU Global Legal Representative		September 2022
AKU Global Data Protection Officer (DPO)		September 2022

Version Control

Version	Maintained by	Release date
1.0	Data Protection Team (DPT) as part of Global Data and Analytics Office (GDAO)	June 2020
2.0	Data Protection Officer (DPO)	September 2022

<Business area / Department name> Privacy Notice

Your personal data

The Aga Khan University (International) in the United Kingdom (AKU-UK) established the Institute for the Study of Muslim Civilisations in 2002. AKU-UK are the Data Controller for the personal data you provide to us.

What we need

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- **[Add to this list as appropriate]**

Why we need it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- **[Add the reasons you collected personal information]**

Under the General Data Protection Regulation (GDPR), the lawful basis we rely on for processing this information are: **[delete as appropriate]**

- (a) Your consent. *You can remove your consent at any time. You can do this by contacting **[info.aku@aku.edu, Name & Surname]***
- (b) We have a contractual obligation.
- (c) We have a legal obligation.
- (d) We have a vital interest.
- (e) We need it to perform a public task.
- (f) We have a legitimate interest.

How do we get it (if applicable)

[If applicable] We also receive personal information indirectly, from the following sources in the following scenarios:

- [Add the source of any data collected indirectly and why you collected the information]

What we do with it

We use the information that you have given us in order to [list business area specific reasons]. We may share this information with [enter organisations or individuals]*. It will only be shared with selected 3rd parties when [reason]. It will not be shared for any other purpose without your consent unless required by law.

**Make sure you include how you do this and any sharing you do outside the EU. If applicable, include any automated decision making that is made using the information, or any profiling you undertake.*

We have a Data Protection regime in place to oversee the effective and secure processing and storage of your personal data.

Where and how long we keep it

Your information is securely stored [enter location].

We keep [type of personal information] for [time period]. We will then dispose of your information by [explain how you will delete their data]

Your rights

If at any point you believe the information we hold on you is incorrect you can request to see this information and have it corrected or deleted. Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal data in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact the DPO at DPO@aku.edu, +44 (0)20 7380 3800, 10 Handyside Street, London, N1C 4DN if you wish to make a request.

Departmental contact details*:

Name:

Address:

Phone Number:

E-mail: info.aku@aku.edu

Web Address:

**Name and contact details for your main point of contact for data protection matters. This does not have to be a designated Data Protection Officer.*

How to complain?

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law, you can complain to the Information Commissioner's Office (**ICO**).

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113