



THE AGA KHAN UNIVERSITY
(International) in the United Kingdom

Institute for the Study of Muslim Civilisations

**AKU-UK ALUMNI
AND DONOR
PRIVACY NOTICE**

2022

AKU-UK Alumni and Donor Privacy Policy



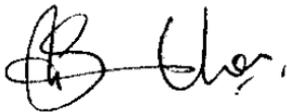
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AKU-UK Alumni and Donor Privacy Policy



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)	July 2020
2.0	Data Protection Officer (DPO)	September 2022

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1. 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.

2. What we need

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details).
- Name, phone number, email, postal address, dietary requirements of Alumni donors, TKN volunteers and former staff.

3. Why we need it

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

- So that we can regularly update you on the work of AKU, steward you, share with you details about your gift, and provide information on your alma mater.

Under the General Data Protection Regulation (GDPR), the lawful basis we rely on for processing this information are:

- Your consent.
- We have a vital interest.
- We have a legitimate interest.

4. How we get it

- Desk research is done on readily accessible information on selected donor profiles.

5. What we do with it

We use the information that you have given us in order to share details about the work of AKU. We may share this information with other interested parties in AKU. It will not be shared for any other purpose without your consent unless required by law.

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

6. How and how long we keep it

Your information is securely stored on our CRM and marketing platform. Hard copies of event forms are kept until uploaded on the CRM and then destroyed.

We keep details such as name, phone number, email, postal address, dietary requirements for as long as they are our constituency. Information is then disposed of by deletion or shredding at the behest of the data owner.

7. 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.

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If you wish to make a request please contact the DPO at:

Name: Umair Ismail

Title: Data Protection Officer

Tel: +44 (0)20 7380 3800

Email: DPO@aku.edu

Address: 10 Handyside Street, London, N1C 4DN.

8. Departmental contact details:

Name: Aziz Anwerali

Address: Aga Khan Centre, 10 Handyside Street, London N1C 4DN.

Phone Number: +44 207 383 9082.

E-mail: aziz.anwerali@aku.edu

9. 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