



**THE AGA KHAN UNIVERSITY**  
(International) in the United Kingdom  
Institute for the Study of Muslim Civilisations

# AKU-UK HR PRIVACY NOTICE

# 2022

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## 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

### 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

In the HR department, we currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details).
- Bank details.
- Qualifications (as relevant to role).
- CV & application forms.
- Medical questionnaire.
- Work rights information – passport / visa document.

### Why we need it

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

- For performance of your contract with us.
- To be able to contact you when necessary.
- To process salary.
- To verify you have the appropriate qualifications for the position applied and accepted for.
- To confirm if we need to know anything medically that could affect your work if the proper provisions are not available.
- To ensure we are compliant with regulations provided by the Home Office for employees.

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

- We have a contractual obligation.
- We have a legal obligation.

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- We have a vital interest.
- We need it to perform a public task.
- We have a legitimate interest.

### How we get it

We also receive personal information indirectly, from the following sources in the following scenarios:

- Visa verification
- Employment references
- Rent reference requests

### What we do with it

We use the information that you have given us:

- to complete a visa application process for an employee,
- to verify that an employee is who they claim to be,
- to do a reference check for accommodation.

We may share this information with regulators, as required, or with embassies and landlords / letting agents. It will only be shared with selected 3<sup>rd</sup> parties when applicable. It will not be shared for any other purpose without your consent unless required by law.

This information will be transferred outside the EU to our Data Centres.

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 on password protected servers and/or lockable units within the business premises.

We keep contact information, bank details, qualification details, CV and application forms, medical information and work rights information for periods specified in our document retention schedules. The retention schedule and guide can be found in the OneAKU portal at <https://one.aku.edu>.

We will then dispose of your information by deleting them from the server(s).

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We will keep past employee data for an indefinite period if they have had a settlement agreement with the Institution.

### 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 30 working days to respond to you.

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](mailto:DPO@aku.edu)

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

## AKU-UK HR Privacy Notice

### Departmental contact details:

Name: AKU-UK HR Business Partner

Address: Human Resources, AKU-ISMC,  
10 Handyside Street, London, N1C 4DN, UK

Phone Number: +44 [0] 20 7380 3800

E-mail: [ismc.personnel@aku.edu](mailto:ismc.personnel@aku.edu)

### 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