



**THE AGA KHAN UNIVERSITY**  
(International) in the United Kingdom

Institute for the Study of Muslim Civilisations

**AKU-UK**  
**STUDENTS**  
**PRIVACY NOTICE**

**2022**

# AKU-UK Students Privacy Notice



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# AKU-UK Students Privacy Notice



## Document Approval

Name	Signature	Date
AKU UK Senior Management		October 2022
AKU Global Chief Information Officer (CIO)		September 2020
AKU Global Legal Representative		September 2022
AKU Global Data Protection Officer (DPO)		September 2022

## Version Control

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

# AKU-UK Students 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

For the Students' Register we currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details).
- Educational history.
- Financial details
- Medical history and medical evidence supplied during study.
- Ethnicity and nationality.
- Gender.
- Engagement and attendance record for the programme of study.

## Why we need it

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

- Maintaining a record of attendance and engagement is required for UK Visas and Immigration (UKVI) monitoring purposes.
- Maintaining accurate record of student names and contact details is necessary to deliver a taught programme of study.
- Ensuring that AKU abides by our commitment to Equal Rights requires that we monitor our student population for gender and ethnic diversity.

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

- We have a legal obligation.
- We have consent.
- We have a vital interest.
- We have a legitimate interest.

### How we get it

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

- Letters of reference at the time of application.

### What we do with it

We use the information that you have given us in order to keep you informed about your programme of study and to maintain a record of your academic achievement. We may share this information with UKVI and the Registrar's Office in AKU's Karachi campus. 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 datacentres.

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 electronically on AKU Data Centre in Karachi, Pakistan and in hardcopy in a secure office in the Aga Khan Centre, London.

We keep personal information about gender, ethnicity and disability for 5 years. We will then dispose of your information by shredding all hardcopies and deleting electronic files.

### 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.

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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.

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.

### Departmental contact details:

Name: Programme Administrator

Address: Educational Programmes and Student Support Office, AKU-ISMC

10 Handyside Street, London, N1C 4DN, UK

Phone Number: +44 [0] 20 7380 3810

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

## AKU-UK Students Privacy Notice

### 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