

Oxford Centre for Islamic Studies

Privacy and Fair Processing Policy

The Oxford Centre for Islamic Studies is committed to protecting your personal information and respecting data protection laws. This privacy policy explains how we do this with regard to our mailing database administered by the Centre. Guidance on the website privacy policy (including the use of cookies) can be accessed from the Centre's website.

How we use your personal information

The purpose of the Centre's mailing database is to collate contact details of staff, alumni, students, supporters, friends of the Centre and those who have expressed a wish to receive updates on the Centre's news and upcoming activities. We use personal information in order to promote the Centre's academic work, coordinate invitations to events and the participation of academic programmes, to report on the Centre's activities to interested parties. The categories of personal information that we collect include name, postal address, phone numbers, email addresses and professional affiliations relevant to the Centre's academic interest. We do not process your data using automated decision-making software.

Principles

The processing of personal data must comply with data privacy legislation and, in particular, the six data privacy principles. In summary, they require that personal data is:

- i. processed fairly, lawfully and in a transparent manner;
- ii. used only for limited, specified stated purposes and not used or disclosed in any way incompatible with those purposes;
- iii. adequate, relevant and limited to what is necessary;
- iv. accurate and, where necessary, up-to-date;
- v. not kept for longer than necessary; and
- vi. kept safe and secure.

In addition, a new accountability principle requires us to be able to evidence compliance with these principles.

Giving and withdrawing your consent, and updating your personal information

Where your consent is required for us to process your personal information, we will ask for your consent at the point at which you provide your data (this includes, but is not limited to, correspondence (including email), over the telephone or in person by the sharing of a business card). You have the right to withdraw that consent at any time. You can also update your personal information at any time. If you wish to do either, contact us via privacy@oxcis.ac.uk.

We do not sell your personal information to third parties.

How we store information collected

Information which you provide to us will ordinarily be stored on our secure servers. By submitting personal information, you agree to this storing and processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with

this Privacy Policy. We may disclose your personal information to third parties if we are under a duty to disclose or share such information in order to comply with any legal obligation or to protect the rights, property or safety of the Centre or others.

We will only keep records of your personal information for as long as is reasonably necessary for the purposes for which we have collected it, and in order to comply with any statutory or regulatory obligations in relation to retention of records. We respect requests to stop processing your personal data for marketing purposes. This includes keeping a record of your request indefinitely so that we can respect your request in future.

Changes to our Privacy and Fair Processing Policy

Any changes we may make to our Privacy and Fair Processing Policy in the future will be posted on the Centre's website and, where appropriate, notified to you by email.

Your rights

You have the right to request access to and the rectification or erasure of personal information, the right to restrict processing of your personal information, and the right to object to processing of your personal information. You have the right to object to your personal information being processed on the grounds of the Centre's legitimate interests. You have the right to object to us sending you direct mailings. If you think your data has been misused or that the Centre it hasn't kept it secure, please let us know. You also have the right to make a complaint to the [Information Commissioner's Office](https://ico.org.uk/concerns/). See their website: <https://ico.org.uk/concerns/>

Contact

Any queries or concerns about privacy should be sent using the website's contact form or addressed to the Registrar, Oxford Centre for Islamic Studies, Marston Road, Oxford OX3 0EE or emailed to: privacy@oxcis.ac.uk

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