



Cambridge Muslim College

Privacy Notice

1 Purpose

Cambridge Muslim College is committed to protecting and respecting your privacy and complying with the principles of the General Data Protection Regulation (GDPR). It is important to us that we process the information we hold about you fairly and transparently.

Our Privacy Policy sets out the basis on which we will process any personal data we collect from you, or that you provide through your use of our website or mailing list. We hope this policy will enable you to understand how we are handling your data. If you have any questions, or want to suggest improvements to our privacy information, please let us know by contacting our Data Protection Officer at dataprotection@cambridgemuslimcollege.ac.uk.

2 Scope

This notice applies to all employees, contractors, students, visitors to the website and donors. The College is a "data controller" registered with the Information Commissioner's office (ICO). This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice. This notice applies to current and former employees, and candidates for new positions, Alumni and current students. This notice does not form part of any contract of employment or other contract to provide services. This notice can be updated at any time and we will inform you if this occurs. It is important that you read this notice, together with any other privacy notice that is provided on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

3 Principles

We will comply with data protection law. This says that the personal information we hold about you must be:

- 3.1. Used lawfully, fairly and in a transparent way.
- 3.2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- 3.3. Relevant to the purposes we have told you about and limited only to those purposes.

3. 4. Accurate and kept up to date.
3. 5. Kept only as long as necessary for the purposes we have told you about.
3. 6. Kept securely

4 Reference

Data Protection policy,
Confidentiality polisy
Data retention policy

How We Collect and Use Your Information

5 Visitors to our Website

We use Google Analytics to collect standard internet log information and details of visitor behaviour patterns on our website. This information is processed in a way which does not identify our visitors, and we do not make, or allow Google to make, any attempt to discover the identities of those visiting our website. If you would like to opt out of Google Analytics, Google provides a browser add-on that allows a user to opt-out of receiving Google Analytics cookies.

If we do wish to collect personally identifiable information through our website, we will make this clear and will explain what we intend to do with the data we collect.

5.1 Your Information

Depending on the services you interact with, we may hold the following aspects of your personal data:

- name
- address
- e-mail address
- telephone number
- Gift Aid status
- encrypted credit card details in the form of a token
- details of your visits to our website and the resources that you access using cookies
- general communication we may have with you
- marketing preferences
- relationships, including organisations and affiliations
- information on your social media profiles where you follow us
- data acquired by third parties.

We will use all the information provided to build a profile of you to be used in delivering our services such as marketing our appeals, updating you on our activities, processing your donations or responding to any queries.

We will take all steps reasonably necessary, including maintaining appropriate policies, procedures and security features, to ensure that your data is treated securely, protected from unauthorised and unlawful access and use, and handled in accordance with this Privacy Policy.

5.2 Mailing List Sign-up

5.2.1 When you subscribe to our mailing list, we collect personal information which we use for a number of reasons: to tell you about events and activities you've expressed interest in; to contact you if we need to obtain or provide additional information; to confirm that our records are correct; and to check periodically that you are satisfied with our services.

5.2.2 We do not rent or trade email lists with other organisations and businesses.

5.2.4 We use a third-party provider, MailChimp, to deliver our news to our mailing list. We gather statistics around email opening and clicks using industry-standard technologies, which helps us monitor and improve our communication with you. For more information, please see MailChimp's privacy notice.

5.2.5 You can unsubscribe from our mailing list at any time by clicking the unsubscribe link at the bottom of any of our emails or by emailing our Data Protection Officer at dataprotection@cambridgemuslimcollege.ac.uk.

6 Employment applicants and staff

We may collect your information in the following way

- From an employment agency.
- From your employer if you are a secondee.
- From referees, either external or internal.
- From security clearance providers.
- From Occupational Health and other health providers.
- From Pension administrators and other government departments, for example tax details from HMRC.
- From your Trade Union.
 - CCTV images taken using our own CCTV
- Disclosure and debarring service

6.1 Use of staff data

The College collects, stores, and transmits staff personal information in paper and electronic formats for a range of administrative purposes.

6.2 Access to personal information is limited to staff who require this information to carry out their contractual responsibilities.

6.3 A structure for access privileges for the IT system, linked to the job descriptions for each person to support the claim for access, is managed by the IT Officer. This ensures that personal data is only shared with staff who need it to do their work.

6.4. Staff personal information and related sensitive data may be needed for any of the following purposes:

- To create an employment record.
- To administer a range of processes related to Human Resources.
- To manage employment services provided by the College.
- To administer salary and pension.
- To establish communication.
- To establish, monitor, and support staff professional development.
- To monitor and support staff health, safety and welfare

To put in place reasonable adjustments to comply with Disability and Equal Opportunities and Equality and Diversity legislation

7. Prospective applicants, students and alumni

We collect personal data from individuals who are enquiring about the admissions process and/or considering submitting an application to study at the College. We collect personal data from our own application systems. Should you subsequently enrol as a student at the College, a student record will be created for you.

The data collected from prospective students, students, and/or alumni of the College is used for the following purposes:

- To process student applications
- To create an academic record.
- To administer funds relating to students' academic programmes.
- To manage student use of services provided by the College.
- To establish communication with students.
- To monitor and support student health, safety and welfare.
- To put in place reasonable adjustments to comply with Disability and Equal Opportunities and Equality and Diversity legislation.

8. Use of non-employee and non-student data

The College collects, stores, and transmits personal information of individuals other than students and employees, associated with the College, such as trustees, donors, alumni, marketing distribution lists, suppliers.

Personal information of other individuals associated with the College is handled according to the principles outlined above, and in line with the Confidentiality Policy.

9 Lawful basis for processing your personal data

9.1 The processing of Personal Data is lawful if one or more of the following apply:

- (a) the data subject has given their consent for their data to be processed,
- (b) the processing is necessary for the performance of a contract to which the data subject is party,
- (c) processing is necessary for compliance with a legal obligation,
- (d) processing is necessary to protect the interests of the data subject,
- (e) processing is necessary for the performance of a task carried out in the public interest, and
- (f) processing is necessary in the legitimate interests of the data controller.

9.2 The following tasks are performed in the “public interest” of the College: teaching, research, the conferral of awards, and museums and cultural collections.

9.3 The following tasks are within the “legitimate interests” of the College: fundraising, alumni relations, events hosted by the College, and services provided for third-party organisations and members of the public.

9.4. The GDPR enshrines further restrictions on the transfer of Personal Data outside of the European Union, to third countries or to international organisations in order to ensure that the level of protection afforded by the GDPR is not weakened.

10. How long we keep your personal data

For information about how long we hold your personal data, see our Data Retention Policy.

11. Data Sharing

In some circumstances, such as under a court order, we are legally obliged to share information. We may also share information about you with third parties including our data processors, training providers, government agencies and external auditors. For example, we may share information about you with HMRC for the purpose of collecting tax and national insurance contributions.

12. Links to Other Web Sites

The Cambridge Muslim College website contains links to other third-party websites and uses social media features. These features may collect information about your IP address and which page you are visiting on our website, and they may set a cookie to make sure the feature functions properly. Social media features and widgets are either hosted by a third party or hosted directly on our website. We also maintain presences on social media platforms including Facebook, Twitter and Instagram. These sites are not governed by this Privacy Policy, and if you have questions about how a site uses your information, you will

need to check that site's privacy statement. Cambridge Muslim College is not responsible for any cookies on other third-party websites.

13. Cookies

Cookies are text files containing small amounts of information which are downloaded to your personal computer, mobile or other device when you visit a website. Cookies are then sent back to the originating website on each subsequent visit, or to another website that recognises that cookie. Cookies are useful because they allow a website to recognise a user's device.

Cambridge Muslim College uses cookies to store anonymous information about you and your online browsing activities. We may collect information about your computer, including, where available, your IP address, geographic location (if you allow when prompted by your browser), operating system and browser type, for system administration when you access our website. Data stored in this way is not personally identifiable. We do this to understand how our visitors use our website and to ensure the best possible user experience. We advise those wishing to control this to do so in the web browser they are using. Find more information about this [here](#).

14. Your rights in relation to this processing

14.1 Under the Data Protection Act 2018 and the GDPR an individual has the right, subject to certain exemptions, to access the personal data about them held by an organisation. This covers the following:

- The right to be informed about how their Personal Data is to be used;
- The right of access to their Personal Data held by the College and other information;
- The right to rectification if their Personal Data is inaccurate or incomplete;
- The right to request the deletion or removal of Personal Data where there is no compelling reason for its continued processing;
- The right to restrict processing in certain circumstances;
- The right to data portability which allows individuals to obtain and reuse their Personal Data for their own purposes across different services;
- The right to object to processing in certain circumstances;
- Rights in relation to automated decision making and profiling.

14.2 Accessing personal data in this way is known as making a 'subject access request'. All individuals who are the subject of personal data held by the College are entitled to access this information by making a subject access request.

14.3 Subject access requests must be made in writing, either by letter or email, to the Data

Protection Officer at dataprotection@cambridgemuslimcollege.ac.uk.

- 14.4 Before the Data Protection Officer can fulfil the request to release personal data, the identity of the subject must be verified, by, for example, passport, driving licence or utility bill.
- 14.5 On receipt of a completed request, and verification of the subject's identity, the Data Protection Officer is obliged to respond within 14 calendar days. The information will be supplied subject to any applicable exemptions.
- 14.6 The College will not disclose personal information to third-party organisations without the consent of the subject unless it is required by law or is in the interest of the student or staff member, as indicated in the College's Confidentiality Policy.
- 14.7 Students are entitled to receive their assessment marks and feedback from markers. However, the College may withhold certificates, or refuse to supply references if the full programme fees have not been paid.

Revision History

100.072.00	New Policy

