**IIS Alumni Community Portal - Privacy Policy**

**By activating and/or maintaining your profile on the IIS Alumni Community Portal, you are agreeing to the following “Privacy Policy”**:

This Privacy Policy relates to information which is obtained by The Institute of Ismaili Studies (IIS) and for which the IIS is the Data Controller. The Institute of Ismaili Studies (IIS) takes your privacy very seriously and promises to take great care with your personal data. We commit to protecting any personal information we obtain about you. This notice describes the IIS privacy policy as it relates to the website at [https://iisalumni.org](https://iisalumni.org/) (known as the IIS Alumni Community Portal) and the basis on which any personal data we collect from you, or that you provide to us, will be processed by us.

**Collection of Information**

The IIS may collect and process your personal information to meet our obligations and to provide you with our services. The IIS will not collect any unnecessary personal data from you. By activating and maintaining your profile on the IIS Alumni Community Portal (hereinafter referred to as ACP) you have explicitly consented to your personal data being collected, stored, processed, used, disclosed, transferred or shared, either physically or electronically, and/or over the internet or by other communication or transmission, in connection with The Institute of Ismaili Studies (IIS) Alumni network.

Further, you have separately provided explicit consent for any sensitive personal data which you have disclosed for the IIS Alumni network to be used on the same basis as above. You understand that sensitive personal data includes any information which reveals your racial/ethnic origin, physical or mental health, details of any criminal offences (actual or alleged), or data concerning health.

The data that we collect from you includes information that you provide to us. You will be asked to provide us with your information when you:

* fill in forms on the ACP, or correspond with us by phone, email or otherwise;
* register to use our services or at any subsequent point using our services;
* report a problem with the APC; or
* complete any surveys we ask you to complete that we use for reporting and planning purposes (although you do not have to respond to these if you do not want to).
* Depending on the information and/or services you request, you may be asked to provide your name, email address, postal address, phone number, and similar information.

**Disclosure of your information**

* We may disclose your personal information to organisations who work with us in providing the ACP and the associated services (such as analytics providers and website developers).
* We may also disclose your personal information to third parties if we are under a duty to disclose or share your personal data in order to comply with any legal obligation or to protect the rights, property, or safety of the IIS, our users, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection
* We may share disclose your information to senior HR staff of the AKDN and Ismaili Community institutions globally to refer to when they have an appropriate human resource need and to the IIS Board for reporting and planning purposes.
* We may disclose your personal information to third parties, the court service and/or regulators or law enforcement agencies in connection with proceedings or investigations anywhere in the world where compelled to do so. Where permitted, we will direct any such request to you or notify you before responding unless to do so would prejudice the prevention or detection of a crime (use justification: legal obligation, legal claims, legitimate interests (to cooperate with law enforcement and regulatory authorities).

**Where we store your personal information**

* Personal information provided through the ACP or survey is stored in a cloud-based database. Access to the database is limited to designated IIS staff and our contracted third party website development company. The data can only be accessed through a secure firewall by designated individuals with a username and password, and who have been given access to the database.
* No data transmission over the internet or website can be guaranteed to be secure from intrusion. However, we maintain commercially reasonable physical, electronic and procedural safeguards to protect your personal information in accordance with data protection legislative requirements.

**How long we retain your personal data**

We will hold the above information for as long as is necessary in order to provide you with the Services, deal with any specific issues that may arise, or otherwise as is required by law or any relevant regulatory body.

**Your rights**

Under the General Data Protection Regulation (EU) 2017/676, you have various rights in relation to your personal data. All of these rights can be exercised by contacting us at [info@iis.ac.uk.](file:///C%3A/Users/sbashwani/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/HD6XQSL7/info%40iis.ac.uk)

You have the following rights in relation to your personal data:

* We will use reasonable endeavours to ensure that your personal information is accurate. In order to assist us with this, you should notify us of any changes to the personal information that you have provided to us by sending us a request to rectify your personal data where you believe the personal data we have is inaccurate or incomplete. Alternatively, you could change the data yourself in your profile on the ACP;
* To ask us to delete all of your personal data. Doing so will result in the IIS deleting your personal data without undue delay (unless there is a legitimate and legal reason why the IIS is unable to delete certain of your personal data, in which case we will inform you of this in writing);
* To ask us to stop processing your personal data at any time;
* To request that the IIS provides you with a copy of all of your personal data and to transmit your personal data to another data controller in a structured, commonly used and machine-readable format, where it is technically feasible for us to do so; and
* To lodge a complaint to a supervisory authority such as the Information Commissioner’s Office in the UK (see www.ico.org.uk), although we encourage you to engage with us in the event you have any concerns or complaints.

The IIS will not ordinarily charge you in respect of any requests we receive to exercise any of your rights detailed above. However, if you make excessive, repetitive or manifestly unfounded requests, we may charge you an administration fee in order to process such requests or refuse to act on such requests. Where we are required to provide a copy of the personal data undergoing processing this will be free of charge. However, any further copies requested may be subject to reasonable fees based on administrative costs.

Asking us to stop processing your personal data or deleting your personal data will likely mean that you are no longer able to use our services, or at least those aspects of the services which require the processing of the types of personal data you have asked us to delete.

Where you request the IIS to rectify or erase your personal data or restrict any processing of such personal data, the IIS may notify third parties to whom such personal data has been disclosed of such request. However, such third parties may have the right to retain and continue to process such personal data in their own right or on other lawful grounds without your consent.

**Changes to this policy**

Any changes we make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by email or via the ACP.

**Contact**

Questions, comments and requests regarding this privacy policy are welcome. Please call our office on 44 (0) 20 7756 2700, email us at [info@iis.ac.uk](file:///C%3A/Users/sbashwani/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/HD6XQSL7/info%40iis.ac.uk) , or write to us at:

The Institute of Ismaili Studies
210 Euston Road
London NW1 2DA

From July 18th 2018 our new address will be:

The Institute of Ismaili Studies

The [Aga Khan](https://www.iis.ac.uk/taxonomy/term/23196) Centre

10 Handyside Street

King’s Cross

London N1C 4DN

For the purpose of the relevant data protection legislation, the data controller is The Institute of Ismaili Studies (registration number 01324858), with its address at 210 Euston Road, London, NW1 2DA. (From July 18th 2018 our new address will be The Aga Khan Centre, 10 Handyside Street, King’s Cross London, N1C 4DN.)