

Privacy policy

1. Introduction

- 1.1 We are committed to safeguarding the privacy of our website visitors and service users.
- 1.2 This policy applies where we are acting as a data controller with respect to the personal data of our website visitors and service users; where we determine the purposes and means of the processing of that personal data.
- 1.3 We use cookies on our website. Insofar as those cookies are not strictly necessary for the provision of our website and services, we will ask you to consent to our use of cookies when you first visit our website.
- 1.4 In this policy, "we", "us" and "our" refer to Al-Salam Islamic Education Ltd.

2. How we use your personal data

- 2.1 In this Section 3 we have set out:
 - (a) the general categories of personal data that we may process;
 - (b) the purposes for which we may process personal data; and
 - (c) the legal bases of the processing.
- 2.2 We may process data about your use of our website and services ("**usage data**"). The usage data may include your IP address, geographical location, browser type and version, operating system, referral source, length of visit, page views and website navigation paths, as well as information about the timing, frequency and pattern of your service use. By continuing to use the website users have agreed to have their usage data processed as described.
- 2.3 We may process your information included in your personal profile on our website ("**profile data**"). The profile data may include your name, address, telephone number, email address, profile pictures, gender, date of birth, relationship status, interests and hobbies, educational details and employment details. The profile data may be processed for the purposes of enabling and monitoring your use of our website and service.
- 2.4 We may process information contained in any enquiry you submit to us regarding goods and/or services ("**enquiry data**"). The enquiry data may be processed for the purposes of offering, marketing and selling relevant goods and/or services to you.
- 2.5 We may process information relating to transactions, including purchases of goods and services that you enter into with us and/or through our website ("**transaction data**"). The transaction data may include your contact details, your card details and the transaction details and may be processed for the purpose of supplying the purchased goods and services and keeping proper records of those transactions.
- 2.6 In addition to the specific purposes for which we may process your personal data set out in this Section 2, we may also process any of your personal data where such processing is necessary or in order to protect your vital interests or the vital interests of another natural person.

3. Retaining and deleting personal data

- 3.1 This Section 3 sets out our data retention policies and procedure, which are designed to help ensure that we comply with our legal obligations in relation to the retention and deletion of personal data.

- 3.2 Personal data that we process for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
- 3.3 We will retain your personal data as follows:
- (a) usage data, profile data, enquiry data, and transaction data will be retained for a minimum period of 6 years following receipt of the relevant data, and for a maximum period of 15 years.
- 3.4 In some cases it is not possible for us to specify in advance the periods for which your personal data will be retained. In such cases, we will determine the period of retention based on reasonable criteria.

4. Amendments

- 4.1 We may update this policy from time to time by publishing a new version on our website.
- 4.2 You should check this page occasionally to ensure you are happy with any changes to this policy.

5. Your rights

- 5.1 In this Section 5, we have summarised the rights that you have under data protection law. Some of the rights are complex, and not all of the details have been included in our summaries. Accordingly, you should read the relevant laws and guidance from the regulatory authorities for a full explanation of these rights.
- 5.2 Your principal rights under data protection law are:
- (a) the right to access;
 - (b) the right to rectification;
 - (c) the right to erasure;
 - (d) the right to restrict processing;
 - (e) the right to object to processing;
 - (f) the right to data portability;
 - (g) the right to complain to a supervisory authority; and
 - (h) the right to withdraw consent.
- 5.3 You have the right to confirmation as to whether or not we process your personal data and, where we do, access to the personal data, together with certain additional information. That additional information includes details of the purposes of the processing, the categories of personal data concerned and the recipients of the personal data.
- 5.4 You have the right to have any inaccurate personal data about you rectified and, taking into account the purposes of the processing, to have any incomplete personal data about you completed.
- 5.5 In some circumstances you have the right to the erasure of your personal data without undue delay. Those circumstances include: the personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed; you withdraw consent to consent-based processing; you object to the processing under certain rules of applicable data protection law; the processing is for direct marketing purposes; and the personal data have been unlawfully processed. However, there are exclusions of the right to erasure. The general exclusions include where processing is necessary.

- 5.6 In some circumstances you have the right to restrict the processing of your personal data.
- 5.7 You have the right to object to our processing of your personal data for direct marketing purposes (including profiling for direct marketing purposes). If you make such an objection, we will cease to process your personal data for this purpose.
- 5.8 To the extent that the legal basis for our processing of your personal data is:
- (a) consent; or
 - (b) that the processing is necessary for the performance of a contract to which you are party or in order to take steps at your request prior to entering into a contract,
- and such processing is carried out by automated means, you have the right to receive your personal data from us in a structured, commonly used and machine-readable format. However, this right does not apply where it would adversely affect the rights and freedoms of others.
- 5.9 To the extent that the legal basis for our processing of your personal information is consent, you have the right to withdraw that consent at any time. Withdrawal will not affect the lawfulness of processing before the withdrawal.

6. Cookies that we use

- 6.1 We use cookies for the following purposes:
- (a) to identify you when you visit our website and as you navigate our website;
 - (b) to help us to determine if you are logged into our website;
 - (c) to store information about your preferences and to personalise the website for you
 - (d) to protect user accounts, including preventing fraudulent use of login credentials, and to protect our website and services generally;
 - (e) to help us to display advertisements that will be relevant to you;
 - (f) to help us to analyse the use and performance of our website and service, and
 - (g) to store your preferences in relation to the use of cookies more generally.
- 6.2 If you block cookies, you will not be able to use all the features on our website.

7. Our details

- 7.1 This website is owned and operated by Al-Salam Institute.
- 7.2 We are registered in England and Wales under registration number 9441314, and our registered office is at 97 East Avenue, Oxford, OX4 1XR.
- 7.3 You can contact us:
- (a) by post, to the postal address given above;
 - (c) by telephone, on +44 20 8090 1623, or
 - (d) by email, using info@alsalam.ac.uk.
- 7.4 Our data protection officer's contact details are: Sumaiya Akram, sakram@alsalam.ac.uk