

## **Oxford Centre for Islamic Studies**

### **Website Privacy Policy**

#### **About this policy**

This policy explains what types of personal information will be gathered when you visit the Oxford Centre for Islamic Studies' website, and how this information will be used. Please note that this policy applies to the Centre's main web pages (i.e. those in **www.oxcis.ac.uk**).

If you follow a link to any other website, please check their policies before you submit any personal information to those websites.

#### **Information collected**

On some parts of the website, you may be asked to provide some limited personal information in order to enable the provision of certain services (e.g. registering for an event, applying for a vacancy etc.). The Centre may store this information manually or electronically. By supplying this information you are consenting to the Centre holding and using it for the purposes for which it was provided. Information provided will be kept for as long as is necessary to fulfil that purpose.

We may also collect information about your computer, including where available your IP address, operating system and browser type, for system administration and to report aggregate information to our webmasters. This is statistical data about our users' browsing actions and patterns which does not identify any individual and allows us to ensure that content from our site is presented in the most effective manner for you and for your computer.

#### **How the information collected is used**

Personal information provided to the Centre by you will only be used for the purposes stated when the information is requested. Personal information will not be sold to third parties, or provided to direct marketing companies or other such organisations without your permission. Personal information collected and/or processed by the Centre is held in accordance with the provisions of the Data Protection Act.

Demographical and statistical information about user behaviour may be collected and used to analyse the popularity and effectiveness of the Centre's website. Any disclosure of this information will be in aggregate form and will not identify individual users.

#### **How we store information collected**

Information which you provide to us will ordinarily be stored on our secure servers. However, we do work with third party contractors, some of whom host and operate certain features of the website. Accordingly, information that we collect from you may be collected in or transferred to a destination outside the European Economic Area ("EEA"). That information may be processed by staff operating outside the EEA who work for us or for one of our contractors. By submitting personal information, you agree to this transfer, 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.

### **How we use "cookies"**

Most of our web pages use "cookies". A cookie is a small file of letters and numbers that we place on your computer or mobile device if you agree. These cookies allow us to distinguish you from other users of our website, which helps us to provide you with a good experience when you browse our website and also allow us to improve our website.

For more detailed information on the cookies we use, please see our [Cookie Statement](#).

### **Changes to our Website Privacy Policy**

Any changes we may make to our Website Privacy Policy in the future will be posted on this page and, where appropriate, notified to you by email.

### **Contact**

Any queries or concerns about privacy on this website 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](mailto:privacy@oxcis.ac.uk)

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