
Document title: Fair Processing Statement

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Office/department responsible: All TKH Departments

Approved by: Dr. Mahmoud Allam – President of The Knowledge Hub Universities

Fair processing statement

The Knowledge Hub Universities (herein after referred to as the “TKH”) and the Coventry University Branch (hereinafter referred to as “CUB”) at The Knowledge Hub premises (CUB-at-TKH) will process your personal data, including but not limited to, the following:

- for any purposes connected with your studies;
- in connection with the supply of services or goods;
- for your health and safety whilst on TKH premises;
- to inform you about further study opportunities;
- to provide Alumni services and to raise funds;
- and for any other legitimate reason.

Processing may include but will not be limited to the compilation of data regarding your attendance. Information about you may be disclosed to other bodies as required by law (including information about your post university work or study situation), for crime prevention or detection purposes. Disclosures will also be made by the University as outlined below.

Your personal data may be processed outside of Egypt and the UK. If your personal data is transferred outside of Egypt and the UK by TKH it will endeavor to ensure that appropriate contractual provision covering use, disclosure and security are in place. Your personal data will be retained in accordance with the TKH and Coventry University policies.

Disclosure of personal data

TKH and CUB-at-TKH may disclose your personal data to any of the following:

1. to government departments and agencies, including but not limited to the higher education authorities, immigration authorities, health authorities, and information sharing partners. Your contact details may also be passed to agents for the purpose of administering its surveys. Some surveys will involve contacting you after you have left the University;
2. to sponsors, to organisations providing or facilitating workplace, research or studies forming part of your course, to professional bodies where courses are accredited, to present/potential employers;
3. to suppliers of goods and services related to your studies, the provision of accommodation, communication facilities including but not limited to email, drop-boxes and cloud computing;
4. to service provider for validation purposes if you elect to make online payments to TKH, in such circumstances only limited information (date of birth and ID numbers) will be disclosed;

5. to debt collection agencies acting on behalf of TKH in the event that you owe money to TKH which is not repaid within the appropriate timeframe;
6. to:
 - i. former schools/colleges;
 - ii. local newspapers; and,
 - iii. on notice boards

for the purposes of releasing respectively results or award details;

7. on TKH website for directory purposes. This means that your image, details and email address will be available worldwide, including in countries where the rights of data subjects are not protected by law. If you wish, you may opt to have your address withheld by email to registrar@tkh.edu.eg;
8. TKH and CU-at-TKH may hold information about you which constitutes 'sensitive data', such as information about your relevant health records, the disability classification which you supply to TKH and CUB-at-TKH and information about criminal offences and alleged criminal offences. Information on student admissions and progression will be publicly available; however, it will not be possible to identify individuals from this information, which will assist the TKH and CUB-at-TKH in ensuring equality of opportunity. The disability information supplied will be shared with relevant staff of the TKH and CUB-at-TKH in order to provide you with the best possible support for your studies and assessments. Personal data concerning alleged offences/criminal offences may be disclosed to appropriate members of staff, to other persons or organisations either with your consent or in accordance with the law or in relation to suitability for:
 - i. student work placements,
 - ii. student study placements/exchanges, or
 - iii. whilst you are a student, for professional conduct purposes.
9. to your country's high commission, embassy or consulate:
 - i. concerning your academic progress if your education is sponsored by your government, or
 - ii. student study placements/exchanges, or
 - iii. in the event that there is serious concern about your welfare, such information as is reasonably necessary to help safeguard your wellbeing.

Parents and guardians

Kindly note that TKH and CUB-at-TKH will not release information about you to your parents or guardians.

Please note that TKH and CUB-at-TKH may contact you by post or by electronic means including telephone, text messages, email or any other suitable electronic method.

Can I opt out?

TKH and CUB-at-TKH require you to provide consent to process your personal data as described above. However, you may request that your personal data is not used for any or all of the following purposes:

- i. to inform you about further study opportunities,
- ii. to provide Alumni services and to raise funds,
- iii. for Coventry University's (website) directory

To opt out for any or all of the purposes i.–iii. please write to the TKH Legal Department legal@tkh.edu.eg.

Your Data Protection rights

You have a number of rights, including but not limited to, the right to:

- i. make a data subject access enquiry and this includes being provided with a copy of your personal data held by TKH and CUB-at-TKH (a small fee is payable);
- ii. apply to a court for the rectification, blocking, erasure or destruction of inaccurate personal data relating to you.

If you wish to make a data subject access enquiry of TKH and CUB-at-TKH or you have complaint concerning data protection issues other than IT-related information security, please contact the TKH Legal Department at legal@tkh.edu.eg. If you have any concerns relating to IT related information security, please contact the TKH IT services at it@tkh.edu.eg

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*****Disclaimer:** The Knowledge Hub Universities reviews the policies on regular basis if needed for work flow and business purposes.

Version Log	Date	Signature of the President of TKH
Version 1 (V.1)		