



الكلية الإسلامية العالمية بالمملكة المتحدة

**INTERNATIONAL ISLAMIC COLLEGE**

UNITED KINGDOM

# IIC International Islamic College

## National Quran Competition 2026

### *Privacy Policy*

---

Version 1.0 | NQC 2026 | IIC International Islamic College

## 1. Introduction

---

This Privacy Policy sets out how IIC International Islamic College ("the College", "IIC", "we", "us", or "our") collects, uses, stores, and protects personal data in connection with the National Quran Competition 2026 ("NQC 2026" or "the Competition").

The College is committed to protecting the privacy and personal data of all individuals who engage with NQC 2026, including participants, parents, and guardians. This Policy is intended to be read alongside the Terms and Conditions, Safeguarding Policy, and Media and Consent Policy for NQC 2026.

This Privacy Policy is compliant with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

## 2. Data Controller

---

For the purposes of UK data protection legislation, the Data Controller in respect of personal data collected in connection with NQC 2026 is:

Organisation	IIC International Islamic College
Competition	NQC 2026
Email	admin@theiic.uk
WhatsApp	07984 531669

If you have any questions regarding the processing of your personal data, please contact the Competition Administration Team directly using the details above.

## 3. Personal Data We Collect

---

### 3.1 Registration Data

When a participant registers for NQC 2026, the following personal data is collected:

- Full name of the participant
- Date of birth
- Age category and memorisation category selected
- Contact details of the parent or guardian where the participant is under 18
- Email address for correspondence
- Media consent decision — whether the participant or guardian has consented to the use of photographs and video recordings for promotional purposes

### 3.2 Identity Verification Data

As part of Stage 1: Identity Verification, the following documentation is collected:

- A copy of a valid identification document (Passport, Driving Licence, or Birth Certificate)
- A recent photograph of the participant

### 3.3 Video Submission Data

As part of Stage 2: Video Submission and Review, a video recording of the participant's recitation is collected and stored via the designated Microsoft SharePoint platform.

### 3.4 Communications Data

Where participants or their parents or guardians contact the Competition Administration Team, records of those communications may be retained for the purposes of managing the competition and resolving queries.

### 3.5 Special Category Data

Photographs and video recordings may constitute biometric data or data revealing the physical characteristics of an individual. Where such data is processed, the College ensures that appropriate technical and organisational measures are in place to protect it. Additional protections apply where such data relates to a participant under the age of 18.

## 4. How We Use Your Personal Data

Personal data collected in connection with NQC 2026 is used for the following purposes:

Purpose	Legal Basis (UK GDPR)
Processing registration applications and verifying eligibility	Performance of a contract / Legitimate interests
Verifying the identity of participants	Legitimate interests / Legal obligation
Assessing video submissions and conducting judging	Performance of a contract / Legitimate interests
Communicating with participants and guardians at all stages	Performance of a contract
Administering the Semi-Finals and Grand Finals	Performance of a contract
Safeguarding participants, particularly those under 18	Legal obligation / Vital interests
Compliance with data protection and legal obligations	Legal obligation
Promoting the College and future competitions	Consent — collected via a single consent option at registration. No media will be used for promotional purposes unless this consent has been given.

**Promotional media use is based entirely on explicit consent given at the point of registration. Where consent is not given, the College will take reasonable steps to ensure the relevant participant is not included in promotional media, though this cannot be guaranteed in all circumstances during live events.**

Personal data will not be used for any purpose beyond those listed above without prior notification and, where required, consent.

## 5. How We Share Your Personal Data

---

### 5.1 Authorised Personnel Only

Personal data is accessible solely to authorised members of the Competition Administration Team. Access is restricted on a need-to-know basis and is subject to appropriate confidentiality obligations.

### 5.2 Third-Party Platforms

The College uses the following third-party platforms in connection with the administration of NQC 2026:

- Microsoft SharePoint — used for the secure upload and storage of identification documents and video submissions
- Microsoft Forms — used for the collection of registration information

These platforms are subject to their own privacy policies and data processing agreements. The College takes reasonable steps to ensure that any third-party processor engaged in connection with NQC 2026 provides adequate guarantees in respect of data protection.

### 5.3 No Sale or Unauthorised Disclosure

The College will not sell, rent, or otherwise disclose personal data to any third party for commercial or marketing purposes. Personal data will only be shared with external parties where required by law, where necessary to protect the vital interests of a participant, or where the individual has given explicit consent.

## 6. Data Retention

---

Personal data collected in connection with NQC 2026 will be retained for the periods set out below:

Data Type	Retention Period
Registration data	12 months following the conclusion of NQC 2026
Identification documents	6 months following the conclusion of NQC 2026, then securely deleted
Video submissions	6 months following the conclusion of NQC 2026, then securely deleted
Communications	12 months following the conclusion of NQC 2026
Media consent records	3 years following the conclusion of NQC 2026, or until consent is withdrawn, whichever is sooner
Promotional media (where consent given)	Until consent is withdrawn or 3 years, whichever is sooner
Prize payment records	6 years following the conclusion of NQC 2026

At the conclusion of the relevant retention period, personal data will be securely deleted or anonymised in accordance with the College's data management procedures.

## 7. Data Security

---

The College implements appropriate technical and organisational measures to protect personal data against unauthorised access, disclosure, alteration, or destruction. These measures include:

- Access controls restricting data to authorised personnel only
- Secure cloud storage via Microsoft SharePoint with role-based access permissions
- Secure communication channels for the transmission of sensitive documentation
- Regular review of data access and storage procedures by the Competition Administration Team

In the event of a data breach that is likely to result in a risk to the rights and freedoms of individuals, the College will comply with its notification obligations under UK GDPR.

## 8. Safeguarding and Children's Data

---

Where personal data relates to a participant under the age of 18, the College applies additional safeguards in the processing of that data, in recognition of the heightened protections afforded to children under UK data protection legislation.

Registration for participants under the age of 18 must be completed or authorised by a parent or guardian, who is responsible for ensuring that the information provided is accurate and that they consent on behalf of the participant to the processing of personal data as described in this Policy.

Identification documents, photographs, and video recordings of participants under the age of 18 are treated as particularly sensitive and are subject to strict access controls. No promotional media featuring an identifiable child will be used without explicit parental consent having been obtained at registration.

## 9. Your Rights

---

Under UK GDPR, individuals whose personal data is processed by the College have the following rights:

Right	Description
Right of Access	You have the right to request a copy of the personal data we hold about you.
Right to Rectification	You have the right to request correction of any inaccurate or incomplete personal data.
Right to Erasure	You have the right to request deletion of your personal data in certain circumstances.
Right to Restriction	You have the right to request that we restrict the processing of your personal data in certain circumstances.
Right to Object	You have the right to object to the processing of your personal data where we rely on legitimate interests as our legal basis.
Right to Withdraw Consent	Where processing is based on consent — including consent for promotional media use — you have the right to withdraw that consent at any time without affecting the lawfulness of prior processing. To withdraw consent, please contact the Competition Administration Team using the details in Section 2.
Right to Data Portability	You have the right to receive your personal data in a structured, commonly used format in certain circumstances.

The College will respond to all valid requests within one calendar month of receipt, in accordance with UK GDPR requirements.

If you are dissatisfied with how the College has handled your personal data, you have the right to lodge a complaint with the Information Commissioner's Office (ICO), the supervisory authority for data protection in the United Kingdom, at [www.ico.org.uk](http://www.ico.org.uk).

## 10. Third-Party Platforms and Cookies

---

Where participants or guardians access online platforms — including Microsoft Forms or SharePoint — in connection with NQC 2026, those platforms may use cookies or similar technologies. The College is not responsible for the cookie or tracking practices of third-party platforms. Participants and guardians are encouraged to review the privacy policies of any platforms they use.

## 11. Changes to This Privacy Policy

---

The College reserves the right to update or amend this Privacy Policy at any time. Any material changes will be communicated to participants and guardians via the official communication channels used in connection with NQC 2026. The version number and date at the top of this document reflect the most recent revision.

Continued participation in NQC 2026 following notification of any amendment to this Policy will be deemed acceptance of the revised terms.

## 12. Contact

---

For any questions, concerns, or requests relating to this Privacy Policy or to the processing of personal data in connection with NQC 2026, please contact the Competition Administration Team:

Email	<a href="mailto:admin@theiic.uk">admin@theiic.uk</a>
WhatsApp	07984 531669