



Madrasah Zeenatul Quran

PRIVACY POLICY (PARENTS/GUARDIANS)

Policy statement

Under data protection law, individuals have a right to be informed about how the Madrasah Zeenatul Quran uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **pupils and their parents/guardians**.

We, Madrasah Zeenatul Quran, are the 'data controller' for the purposes of data protection law. Our Data Protection Officer can be contacted via email or telephone (see *Contact us* below).

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about pupils and their parents/guardians includes, but is not restricted to:

- ✓ Contact details, contact preferences, date of birth, identification documents
- ✓ Results of internal assessments
- ✓ Pupil and curricular records
- ✓ Characteristics, such as ethnic background, or special educational needs
- ✓ Exclusion information
- ✓ Details of any medical conditions, including physical and mental health
- ✓ Attendance information
- ✓ Safeguarding information
- ✓ Details of any support received, including care packages, plans and support providers
- ✓ CCTV images captured in Madrasah

We may also hold data about pupils and their parents/guardians that we have received from other organisations, including other Madrasah.

Why we use this data

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Safeguard and promote pupil health and welfare

- Assess the quality of our services
- Administer admissions waiting lists

Our legal basis for using this data

We only collect and use personal data of pupils and their parents/guardians when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use personal data of pupils and their parents/guardians, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using personal data of pupils and their parents/guardians overlap, and there may be several grounds which justify our use of this data.

Collecting this information

While the majority of information we collect about pupils and their parents / guardians is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data

We keep personal information about pupils and their parents / guardians while they are attending our Madrasah. We may also keep it beyond their attendance at our Madrasah if this is necessary in order to comply with our legal obligations.

The record retention schedule within our GDPR policy sets out how long we keep information about pupils. This policy may be obtained by requesting it via email or telephone.

Data sharing

We do not share information about pupils and their parents/guardians with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils and their parents / guardians with:

- **Our local authority** – to meet our legal duties to share certain information with it, such as concerns about pupils' safety and exclusions
- **The Department for Education (a government department)** – we share data with the Department for Education on a statutory basis. We are required to share information with the (DfE) under regulation 5 of The Education (Information about Individual Pupils) (England) Regulations 2013.
- **Suppliers and service providers** – so that they can provide the services we have contracted them for
- **Financial organisations** – to administer the financial aspects of your relationship with us.

- **Central and local government** – to give and receive information and references about past, current and prospective pupils, including relating to outstanding fees or payment history, to/from any educational institution that the pupil attended or where it is proposed they attend and to provide reference to potential employers of past students.
- **Our auditors** – we appoint external and internal auditors who will see some students' personal data during the course of their investigations.
- **Health authorities** – We need to share information about pupil's health and wellbeing with the NHS, Department of Health, the nurses, immunization team, GP, Public Health etc... to safeguard and promote pupil health and welfare, prevent the spread of infections, and to protect against life threatening diseases some of which may pose a public health concern. The NHS also use information about pupils for research and statistical purposes, to monitor the performance of local health services and to evaluate and develop them.
- **Security organisations** – to operate security (including CCTV) in accordance with the Madrasah's CCTV policy; and where otherwise reasonably necessary for the Madrasah's purposes, including to obtain professional advice and insurance for the Madrasah
- **Health and social welfare organisations** – to safeguard student welfare and provide appropriate pastoral (and where necessary, medical) care, and take appropriate action in the event of an emergency, incident or accident, including by disclosing details of their medical condition where it is in their interest to do so: for example, for medical advice, social services, insurance purposes or to organisers of Madrasah trips;
- **Professional advisers and consultants** – to assist the Madrasah in fulfilling its obligations and to help the Madrasah run properly.
- **Police forces, courts, tribunals** – to fulfil and monitor our responsibilities under equalities, immigration and public safety legislation. We will need information about any court orders or criminal matters which relate to pupils. This is so that we can safeguard pupils' welfare and wellbeing and the other pupils at the Madrasah. We need to share information with the police or our legal advisers if something goes wrong or help with an enquiry. For example, if a pupil is injured at Madrasah or if there is a burglary.
- **Professional bodies** – in accordance with Data Protection Law, some of the Madrasah's processing activity is carried out on its behalf by third parties, such as IT systems, web developers and cloud storage. Where possible this is subject to contractual assurances that personal data will be kept securely and only in accordance with the Madrasah's specific direction.

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Parents and pupils' rights regarding personal data

Individuals have a right to make a '**subject access request**' to gain access to personal information that the Madrasah holds about them.

Parents/guardians can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the Madrasah holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact our Data Protection Officer.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our Data Protection Officer.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Officer.

Maulana Faruk Patel

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