

Ma'had Al-Imām Muhammad Adam Al-Islāmi

Privacy Policy (How we use pupil information)

Why do we collect and use pupil information?

We collect and use pupil information under the Data Protection Act 1998 (DPA) and the EU General Data Protection Regulation (GDPR)

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so. We share pupils' data with the Department for Education (DfE) on a statutory basis.

We are required to share information about our pupils with the (DfE) under Article 6 and Article 9 of the GDPR, Education Act 1996 and under Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

We use the pupil data:

- to maintain our own accounts and records
- to support pupil teaching and learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to assess the performance of the school

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, address and contact details of parents, carers and emergency contacts)
- Characteristics (such as ethnicity, language, nationality and country of birth)
- Photographs
- Education details and national curriculum assessment results
- Attendance information
- Disciplinary and behaviour records
- Assessment information
- Relevant medical and dietary information
- Special educational needs information
- Exclusions / behavioural information
- Post 16 learning information

Collecting pupil information

Whilst the majority of the information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Storing pupil data

We keep information about you on our systems and also sometimes on paper. In accordance with the GDPR, the school stores the data only for as long as necessary to complete the task for which it was originally collected. We hold your education records securely and retain them from your date of birth until you reach the age of 25, after which they are safely destroyed.

There are strict controls on who can see your information. We will not share your data if you have advised us that you do not want it shared unless it is the only way we can make sure you stay safe and healthy or we are legally required to do so. Any other data required for legal purpose will remain on file and archived.

Who do we share pupil information with?

We sometimes need to share the personal information we process with the individual themselves and also with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). Personal data about pupils will not be disclosed to third parties without the consent of the child's parent or carer, unless it is obliged by law or in the best interest of the child. The school may share data with:

- Local Authority and Department of Education
- Ofsted
- Other schools
- Health authorities
- Examination authorities
- Police and courts
- Suppliers and service providers
- Social workers and support agencies

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information contact the school by sending an email to school@imai.org.uk or in writing to 97 Bridge Road, LE5 3LD.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you require more information about how we and/or DfE store and use your personal data please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance.