



# Jamia Al-Hudaa

## Privacy Notice

This Privacy Notice is for the benefit of all Pupils, Parents and Staff at Jamia Al-Hudaa.

### Who processes your information?

Jamia Al-Hudaa is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed.

**Mohammed Amaar Sajjad** is the data protection officer; they act as a representative for the school with regard to its data controller responsibilities. Their role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR.

The data protection officer can be contacted on 0115 969 0800 or [admin@jamiaalhudaa.com](mailto:admin@jamiaalhudaa.com).

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that Jamia Al-Hudaa upholds are imposed on the processor.

### Why do we collect and use your information?

Jamia Al-Hudaa holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- The Education (Information About Individual Pupils) (England) Regulations 2013

### What information is being collected?

The categories of pupil information that the school collects, holds and shares includes, but is not restricted to:

- Personal information – e.g. names, pupil numbers and addresses
- Characteristics – e.g. ethnicity, language, nationality, country of birth
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. Results of internal assessment and externally set tests
- Relevant medical information
- Information relating to SEND
- Behavioural information – e.g. number of temporary exclusions

- Photos/videos – for CCTV or other official, educational or school purposes

We will only retain the data we collect for as long as is necessary to satisfy the purpose for which it has been collected.

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

### **How will it be used?**

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing (GDPR)
- To safeguard pupils

### **Who will it be shared with?**

The school is required to share pupils' data with the DfE on a statutory basis.

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. The School is required by law to provide information about our pupils to the DfE as part of statutory data collections, such as the school census; some of this information is then stored in the NPD. The DfE may share information about our pupils from the NDP with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NDP is maintained. The School will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school routinely shares pupils' information with:

- the local authority (LA)
- Schools that a pupil attends after leaving this school
- The Department for Education (DfE)
- NHS and/or School Nurse for medical needs

- Kitchen Staff or catering providers (allergies etc.)
- third-party organisations such as School Information Management Systems (SIMS) etc.
- agencies that provide services on our behalf
- agencies with whom we have a duty to co-operate
- Emergency services – Police, Ambulance and Fire Service etc.
- External agencies, i.e. Examination Boards, MASH, Social Workers, CAMHS etc.

### **Youth Support Services**

Once our pupils reach the age of 13, we are legally required to pass on certain information to qualified careers advisors, who have responsibilities in relation to the education or training of 13-19 year-olds. This enables them to provide services as follows:

- youth support services
- careers advisors
- post-16 education and training providers

Parents, or pupils if aged 16 or over, can request that only their name, address and date of birth be passed to qualified careers advisors – if you would prefer this please inform the Data Protection Officer at Jamia Al-Hudaa, email [admin@jamiaalhudaa.com](mailto:admin@jamiaalhudaa.com) or telephone 0115 969 0800.

For more information about services for young people, please visit our local authority website <http://www.nottinghamshire.gov.uk/care/safeguarding>

### **What are your rights?**

Parents and pupils have the following rights in relation to the processing of their personal data. You have the right to:

- Be informed about how Jamia uses your personal data.
- Request access to the personal data that Jamia holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time. 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.

Alternatively, you can contact the Information Commissioner's Office on 0303 123 1113, Monday-Friday 9am-5pm; or at <https://ico.org.uk/concerns/>

## **Subject access requests**

All those who are part of the school have a right to request access to information the school holds about them. This is known as a subject access request (SAR).

Requests for access to personal data (Subject Access Requests)(SARs) will be processed by the Data Protection Officer. The Jamia may charge for the request to cover the costs of administration but in most cases there will be no charge. Records of all requests will be maintained.

Requests can be made in any way or form; verbal or written. It is not necessary for it to be addressed to the relevant department as long as the request is clear and linked to the subject's personal data.

Therefore it is helpful to us if the request includes basic information like;

- The subject's name
- A correspondence address
- A contact number and email address
- Details about the information requested

The identity of the requestor must be established (as a legal obligation) before the disclosure of any information, and checks should also be carried out regarding proof of relationship to the child.

Evidence of identity can be established by requesting production of:

- Passport
- Driving Licence
- Utility bills with the current address
- Birth / Marriage certificate
- P45/P60
- Credit Card or Mortgage statement

This list is not exhaustive.

The Jamia will not reveal the following information in response to subject access requests:

- Information that might cause serious harm to the physical or mental health of the pupil or another individual
- Information that would reveal that the child is at risk of abuse, where disclosure of that information would not be in the child's best interests
- Information contained in adoption and parental order records
- Certain information given to a court in proceedings concerning the child

Subject access requests for all or part of the pupil's educational record will be provided within 30 school days of a request. There may be an administrative fee for some requests. Personal data about a child belongs to that child, and not the child's parents. This is the case even where a child is too young to understand the implications of subject access rights. For

a parent to make a subject access request, the child must either be unable to understand their rights and the implications of a subject access request, or have given their consent.

The Information Commissioner's Office, the organisation that upholds information rights, generally regards children aged 12 and above as mature enough to understand their rights and the implications of a subject access request. Therefore, most subject access requests from parents of pupils at our school may not be granted without the express permission of the pupil.

If parents ask for copies of information, they will be required to pay the cost of making the copies.

### **Where can you find out more information?**

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website (<http://www.jamiaalhudaa.com>) to download our Data Protection Policy.

### **Contact**

If you would like to discuss anything in this privacy notice, please contact: **Mohammed Amaar Sajjad**, Data Protection Officer for Jamia Al Hudaa at [admin@jamiaalhudaa.com](mailto:admin@jamiaalhudaa.com) or 0115 969 0800.