



## Privacy Notice for parents / carers – use of your child's personal data

Under data protection law, individuals have a right to be informed about how the school 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 applies to personal data relating to current, former and prospective pupils, and to parents or carers, where the School processes personal data relating to them.

We, **Manchester Muslim Preparatory School**, 141 Barlow Moor Road, Didsbury, Manchester, M20 2PQ are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer (DPO) is **Br Tamim Estwani, Trust Office Manager**

### The personal data we hold

We process personal data relating to pupils and, where relevant, to parents or carers, including contact details, correspondence and information required to administer the School's relationship with families.

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

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background or special educational needs
- Details of any medical conditions, including physical and mental health
- Attendance information
- Details of any support received, including care packages, plans and support providers
- Photography (permission sought from parents/carers)
- Admission form (application form)
- Class Record
- Written Reports to parents
- Any information relating to a major incident involving the child (either an accident or other incident)
- Any reports written about the child
- Any information about a statement and support offered in relation to the statement
- Child protection reports/disclosures stored in the file in a sealed envelope clearly marked as such)
- Any information relating to exclusions (fixed or permanent)
- Any correspondence with parents or outside agencies relating to major issues



We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

## **Why we use this data**

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing

## **Our legal basis for using this data**

We only collect and use pupils' personal data 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 pupils' personal data, 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 pupils' personal data overlap, and there may be several grounds which justify our use of this data.

In some cases, we process personal data where it is necessary for the School's legitimate interests, provided these are not overridden by the rights and freedoms of the individual. These legitimate interests include delivering education, safeguarding pupils, administering school operations, providing pastoral care, and maintaining appropriate relationships with the school community.



## Collecting this information

While the majority of information we collect about pupils 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 while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations.

Personal data is retained in accordance with the School's Data Protection and Retention Policy. Ordinary pupil records are normally retained for a period after a pupil leaves the School, while safeguarding records are retained for longer in line with statutory requirements.

## Data sharing

We do not share information about pupils 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 with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education - We are required to share information about our pupils with the DfE under regulation 5 of The Education (Information About Individual Students) (England) Regulations 2013.
- The pupil's family and representatives – we would ask for consent to share data with a pupil's family and representative unless there was an emergency situation when we would rely on Vital Interest to process this.
- Educators and examining bodies – to exercise our official authority to enable us to monitor and report on pupil progress
- Our regulator ISI (Independent Schools Inspectorate) - to meet our legal obligations to share certain information with it
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Central and local government – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- Survey and research organisations – where we are not legally obliged to share pupils' personal data with a survey or research organisation we would always obtain explicit consent to share any personal data



- Health authorities - to meet our legal obligations to share certain information with it. Where we are not legally obliged to share pupils' personal data with a health authority we would always obtain explicit consent to share any personal data
- Health and social welfare organisations - to meet our legal obligations to share certain information with it. Where we are not legally obliged to share pupils' personal data with a health authority we would always obtain explicit consent to share any personal data
- Professional advisers and consultants - to enable them to provide the service we have contracted them for.
- Charities and voluntary organisations - to enable them to provide the service we have contracted them for.
- Police forces, courts, tribunals - to meet our legal obligations to share certain information with them
- Professional bodies - to meet our legal obligations to share certain information with them. Where we are not legally obliged to share pupils' personal data with a professional body we would always obtain explicit consent to share any personal data
- All third-party processors act under written contracts which require them to process personal data only on the School's instructions and to implement appropriate technical and organisational security measures.

Where safeguarding concerns arise, the School may share personal data with relevant authorities and professionals without consent, where required by law or statutory guidance, and where it is necessary to protect a child's welfare.

### **National Student Database**

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census and early years census.

Some of this information is then stored in the National Student Database (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England.

For more information, see the Department's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) with any further questions about the NPD.

### **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 school holds about them.

Parents/carers 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 is the age requirement under 13), or where the child has provided consent.

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; we do not currently make decisions about pupils using automated means
- 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 organisations in certain circumstances.

If you would like to make a request, please contact our data protection officer.

Parents/carers can access their child's educational record, however there may be a small administrative cost applied to cover expenses. To request access, please make a request in writing to the data protection officer as listed at the end of this document or to the school office.

## 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 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
- Object to processing where it is based on legitimate interests.

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.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **Data Protection Officer**:

- Tamim Estwani, Trust Office Manager: [trust.office@miet.uk](mailto:trust.office@miet.uk)

*This notice is based on the Department for Education's model privacy notice for students, amended for parents and to reflect the way we use data in this school.*

**This Privacy Notice is published on the School website and should be read alongside the School's Parent Contract and Terms and Conditions.**