Privacy Notice for Parents / Carers – Use of Your and 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.

Manchester Islamic Educational Trust Ltd (MIET), trading as Manchester Muslim Preparatory School (MMPS), 141 Barlow Moor Road, Didsbury, Manchester, M20 2PQ, is 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
- Photographs and video images (where appropriate, consent is sought from parents/carers)
- Online safety, filtering and monitoring information, including internet and device activity where applicable
- 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 relating to special educational needs and/or an Education, Health and Care (EHC) Plan, including support provided

- Safeguarding and child protection information, including concerns, disclosures, referrals and records of action taken
- Any information relating to suspensions and permanent exclusions
- Any correspondence with parents or outside agencies relating to major issues
- Financial information, including fee, payment and account records relating to the pupil

The School uses filtering and monitoring systems to help safeguard pupils and staff when using School IT systems and devices. These systems may record internet and device activity and generate alerts or reports where potentially harmful or inappropriate activity is identified. Access to such information is restricted to authorised staff and relevant IT personnel, and information is retained in accordance with the School's Data Protection and Retention Policy.

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
- Comply with the law regarding data sharing

Our legal basis for using this data

We only collect and use personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- It is necessary for our legitimate interests, or those of a third party, provided these interests are not overridden by the rights and freedoms of the individual
- Where applicable, we need it to perform a task in the public interest or exercise official authority

Less commonly, we may also process 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 process special category personal data, such as information about health, ethnicity or religion, we also rely on an appropriate condition under Article 9 of the UK GDPR and, where required, Schedule 1 of the Data Protection Act 2018. This may include processing that is necessary to safeguard children, protect vital interests or where explicit consent has been given, as appropriate.

Where we have obtained consent to use personal data, this consent can be withdrawn at any time.

Some of the reasons listed above for collecting and using personal data 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 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 only share personal information about pupils where there is a lawful basis to do so and in accordance with data protection law and our policies.

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

- We share information with the Council where the law requires us to do so. This includes making attendance and sickness returns for pupils of compulsory school age where the reporting criteria are met. These returns include the pupil's full name and home address. We also share information about safeguarding concerns, suspensions and permanent exclusions where required.
- The Department for Education (DfE) – where applicable, we provide pupil information to our local authority for statutory early years data collections, including the Early Years Census and the Early Years Foundation Stage Profile return, which the local authority submits to the DfE. We may also share pupil information with the DfE or its agencies where required or permitted by law.
- The pupil's family and representatives – where appropriate and lawful, and where sharing is necessary to support the pupil or administer the School's relationship with the family.
- Educators and examining bodies – where necessary to support education, assessment, reporting and pupil progression
- The Independent Schools Inspectorate (ISI) and the Department for Education (DfE) – where information is required for inspection, regulatory or statutory purposes

- 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 them, such as safeguarding concerns, suspensions and permanent exclusions
- Survey and research organisations – where appropriate and lawful. Where consent is required as the lawful basis for sharing personal data, we will obtain it before the information is shared.
- Health authorities – where required by law, or where sharing is otherwise necessary and lawful to protect or support a pupil's health and welfare. Where consent is required as the lawful basis for sharing personal data, we will obtain it before the information is shared.
- Health and social welfare organisations – where required by law, or where sharing is otherwise necessary and lawful to safeguard, protect or support a pupil's welfare. Where consent is required as the lawful basis for sharing personal data, we will obtain it before the information is shared.
- 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 – where required by law, or where sharing is otherwise necessary and lawful. Where consent is required as the lawful basis for sharing personal data, we will obtain it before the information is shared.
- All third-party processors act under written contracts which require them to process personal data only on MIET's instructions and to implement appropriate technical and organisational security measures.

Where necessary to safeguard a child or promote their welfare, we share relevant information with children's social care, health professionals, the police or another school. For example, we may share a concern raised by a child, what staff have observed and what action has been taken. We may also share relevant safeguarding information when a pupil moves to another school. We share only the information needed for the purpose. We aim to be open with parents and carers wherever it is safe and appropriate to do so. Where there is a lawful safeguarding reason to share information, we can do so without parental consent.

National Pupil Database (NPD)

We provide certain pupil information to the Department for Education (DfE), either directly or through our local authority, as part of statutory data collections applicable to the School, including early years data collections.

Information supplied to the DfE may be included in the National Pupil Database (NPD), which is owned and managed by the Department for Education and is used for research and statistical purposes relating to education and children's wellbeing.

The NPD contains information collected from a range of sources, including schools, local authorities and awarding organisations.

The Department for Education may share extracts of NPD data with other organisations where it is lawful, secure and appropriate to do so, including for research and statistical purposes and to promote the education or wellbeing of children in England.

For more information about the National Pupil Database, see the Department for Education's National Pupil Database (NPD) privacy notice.

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 separate organisation outside the UK, we will do so in accordance with data protection law and ensure that appropriate safeguards are in place.

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.

A parent/carer with parental responsibility may make a request on behalf of their child where the child is not considered sufficiently mature to understand and exercise their own data protection rights. A child who is sufficiently mature may also authorise a parent/carer or other representative to act on their behalf. In all cases, the child's best interests, rights, welfare and privacy will be considered.

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

In certain circumstances, individuals also have the right to have their personal data transferred electronically to another organisation.

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:

- Where a significant decision is made solely by automated means, be informed about the decision and have appropriate safeguards available, including the ability to obtain human intervention and contest the decision

- 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 in certain circumstances, including where it is based on legitimate interests or the performance of a task in the public interest.

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 if you 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.

We will acknowledge a data protection complaint within 30 days, take appropriate steps to investigate it without undue delay, keep the complainant informed of progress where appropriate and inform them of the outcome.

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

- Make a complaint online via the Information Commissioner's Office website: https://ico.org.uk/make-a-complaint/
- 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

This notice is based on the Department for Education's model privacy notice and has been adapted to reflect the way Manchester Muslim Preparatory School and Manchester Islamic Educational Trust Ltd use personal data.

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